

FUNCTION BOOKING FORM

Contact Details

Title _____ Name _____ Surname _____
 Company (if applicable): _____
Postal Address: _____
 Suburb: _____ Postcode: _____
 Phone: (h) _____ (w) _____ (m) _____
 Email: _____ Fax: _____

Function Details

Date of function: _____ **Approx. number of guests:** _____
Occasion: _____
Menu package (circle): Breakfast
 Sit down meal 2 course 3 course Canapes
 Cocktail finger food Standard Premium Deluxe
Menu selections (add selected menu items): _____

Special Dietary Requirements _____

Drinks Package (circle): Premium Deluxe Platinum
 Wine selections _____
 Other: _____

Package Details

Room Hire Fee: \$350
Food package cost per person: \$ _____
Drinks package cost per person: \$ _____
Total cost per person: \$ _____ **Total cost of function:** _____

Please refer to terms and conditions for information regarding payment schedule – condition 4

Other requirements

Payment

Note: A deposit of \$500 is required to secure your booking. If booking within 14 days of your function full payment is required. Please refer to payment schedule in booking conditions for more payment information.

Method of payment (please tick): Cheque [] Cash [] Credit Card []
Credit card: _____ **Expiry. Date:** __/__/____
Signature of card holder: _____ **Name on Card:** _____

I agree to the conditions of booking and wish to confirm my reservation.

Print name: _____ **Signature:** _____
Date: _____

breakfast, lunch and dinner ~ coffee, cake and wine ~ functions ~ weddings ~ event management

FUNCTION TERMS AND CONDITIONS

1. Deposit

A non – refundable deposit of \$500 is required to confirm your booking. Pipers by the Lake reserves the right to cancel any tentative booking not confirmed within 14 days.

2. Payment schedule

Upon booking - \$500

14 days prior to function – 50% of function cost

7 days prior to function – Balance of function cost

Note: Pipers by the Lake reserves the right to cancel any booking and apply cancellation fees should any payment installment not be received by the due date.

3. Payment methods

An invoice will be provided for all payment installments. Payments can be made via the following methods:

- **Credit card:** Mastercard and Visa. A merchant fee of 3% will be charged for all credit card payments
- **Personal / bank cheque:** Please make cheques payable to Pipers by the Lake
- **Cash:** Cash payments can be made to the Restaurant Manager at Pipers during business hours.
- **Direct deposit:** Details are provided on the invoice

4. Cancellation of booking:

In the event of a cancellation of booking the following fees will be charged as compensation for lost booking opportunity, labour, expenses and administration undertaken on your behalf.

- More than 30 days prior - \$500
- 14 days prior – 50% of function cost
- 7 days prior – 100% of function cost

5. Start and Finish Times

The customer agrees to adhere to the nominated start and finish times for the function. All evening functions have an end time no later than 12.00 midnight with all function guests required to vacate the building no later than 12.15am. Alcohol will cease to be served half an hour prior to the nominated finish time.

6. Public Holiday surcharge

A 10% surcharge will be levied on all bookings either taking place on a public holiday or finishing on the eve of a public holiday.

7. Liquor and Food

Liquor and food may not be brought onto the premises under any circumstance.

8. Insurance

Pipers by the Lake will take all possible care, but accepts no responsibility for any loss or damage to merchandise or other property in the premises prior to, during or after functions.

9. Damage or Loss

The customer is financially liable for any damage sustained, or loss incurred, to Pipers by the Lake property, fixtures or fittings, whether through their own or through actions of their guests.

10. Refusal of alcohol service and removal of premises of guests

Pipers by the Lake management reserve the right to stop the service of alcohol to any function guest at any time in accordance with responsible serving of alcohol policies. Guests who display what is deemed by the Function Manager to be inappropriate behaviour at any time may be asked to leave the premises.

11. Final acceptance of function booking request Pipers by the Lake management reserves the right to accept or not accept any function booking request.