



BOOKING FORM AND CONFIRMATION

Attendance: Tentative bookings will be held for 48 hours only. Final numbers of attendees are required one (1) week prior to the event. A \$1000 deposit is required to confirm your booking and secure the reservation. Food and beverage package costs are to be paid one (1) week prior to event with final numbers. All beverages on consumption to be paid at conclusion of the event.

Cancellation Policy: All cancellations are to be received in writing by client. Deposits are refundable 60 days prior to the event. Any cancellations after the 60-day period will forfeit all monies paid. The venue reserves the right to charge the per head cost of food should the client cancel within this period also.

Food and Beverage: Menu and beverage package selections must be advised a minimum two (2) weeks prior to event. Dietary requirements are to be confirmed one (1) week prior to your event. No food is permitted to be brought into the venue for consumption by guests, with the exception of Celebration Cakes. A cakeage fee of \$5 per person will be charged for cutting, plating, and serving.

BYO Policy: As we are a fully licensed venue we do not offer a BYO policy for any events.

Entertainment: Management reserves the right to approve all musicians and DJ's prior to the function. Phones and tablets are compatible with our sound system and may be used during event.

Decorations: All intended room decorations must be discussed with the venue prior to the event. Confetti, rice and glitter must not be brought onto the property at any time.

Conduct of Event: The client shall conduct the event in an orderly manner compliant with the rules of the venue, and in accordance with all applicable South Australian state laws. The client is liable for the actions of their invitees and any damages or losses incurred. Any costs will be invoiced directly. The venue will not be responsible for damage or injury suffered to, by or in connection with guests.

Venues Right: The venue does not assume responsibility or liability for any loss or damage to any property belonging to the client, client's guests or invitees. The venue reserves the right to exclude or remove any undesirable persons from the event or the venue premises without liability.

Responsible Service of Alcohol: The venues management and employees will at all times be bound to state licensing laws, and the Responsible Service of Alcohol Act. The venue reserves the right to refuse service to any patrons who appear to be intoxicated, or behave in a disorderly fashion.

Public Holidays: Events held on public holidays will incur a 10% surcharge.

Service Charge: We pride ourselves on our exceptional standards of service. It is our policy to add a discretionary 10% service charge to the final bill of all group events.

Booking details

Name: _____

Postal Address: _____ State: _____ Postcode: _____

Phone number: _____ Email: _____

Date of reservation: _____ Time of reservation: _____

Approximate number of guests: _____

Deposit payment:

Via EFT (please include event date & reservation name as reference (ie DDMMYY SMITH))

Account name: Press* Food and Wine

Bank: National Australia Bank

BSB: 085-005

Account: 19 711 3681

Via Card - please tick: VISA Mastercard AMEX (3% surcharge)

Name on card: _____

Card no: _____ Expiry: _____ CVV Code: _____

Cardholder's Signature: _____

By signing the form, I understand, accept, and am hereby bound to the above listed Terms and Conditions, including all deposit and cancellation policies.

Signature:

Date: