

FUNCTION BOOKING FORM

**PLEASE COMPLETE ALL AREAS OF THE BOOKING FORM INCLUDING THE CREDIT CARD SECTION.
BOOKINGS WILL NOT BE ACCEPTED IF A BOOKING FORM IS RETURNED INCOMPLETE OR MISSING A CREDIT CARD.**

CLIENT NAME	COMPANY	RESERVATION NAME
EMAIL	MOBILE NUMBER	
EVENT DATE	EVENT TIME	GUEST NUMBERS
MINIMUM SPEND PLEASE LIST THE AGREED MINIMUM SPEND:	HIRE FEE PLEASE LIST THE AGREED HIRE FEE:	A 10% Service Charge applies to the final food and beverage bill.
SEATED	COCKTAIL	
HARBOUR ROOM	BRIDGE ROOM	LEVEL 1
		GROUND FLOOR
		WHOLE VENUE

CREDIT CARD DETAILS MUST BE COMPLETED REGARDLESS OF PAYMENT METHOD

MASTERCARD/VISA AMEX Mastercard /visa / Amex - Surcharges apply to all Visa and Mastercard transactions (1.65%) and American Express (2%).

EFT INVOICE A credit card on file is required for security of the booking, regardless of paying via an Invoice. Minimum 14 days notice prior to the event date required to accept this payment method.

CARDHOLDER'S NAME	SIGNATURE
CARD NUMBER	EXPIRY DATE CVC

TERMS & CONDITIONS

By returning the booking form, you are acknowledging you have read and agree to the terms and conditions listed below. All terms and conditions in the booking form remain unchanged regardless of Covid-19. Covid-19 no longer applies to unforeseeable circumstances or Force Majeure.

BOOKING CONFIRMATION AND PAYMENT SCHEDULE
Events will only be confirmed when a completed booking form and the 25% deposit have been paid within 48 hours of the booking form being shared. The full remaining balance of the minimum spend, hire fee and service charge are due 14 days prior. Should you wish to pay via EFT, you must request an invoice at least 21 days prior. Any preselected food and beverage requirements above the minimum spend can be prepaid or paid on the day. Additional costs incurred during your event must be paid in venue and will incur the 10% service charge.

MINIMUM SPENDS & OUTSTANDING BALANCES
In the instance the agreed minimum spend is not reached, the remaining amount will not be refunded, or transferred to a different area.

CANCELLATION

We appreciate that circumstances may occur, which could make it necessary for a reservation to be cancelled. In all instances a written notice is required and the following cancellations fees apply:

- Greater than 30 days notice – The 25% deposit is withheld as a cancellation fee.
- 29-15 days notice – 50% of the agreed minimum spend and

- hire fee will be charged as a cancellation fee. The remaining 25% of the cancellation fee will be charged to the card on file.
- 14 days or less notice – 100% of the minimum spend and hire fee, and/or the confirmed food and beverage costs will be charged as a cancellation fee. This is calculated on which is ever value is higher.
 - Please note a transfer of date will be treated as a cancellation.

PRICE VARIATIONS AND SURCHARGES

Although every effort is made to maintain menu prices as printed, price variations may occur at the discretion of management. A \$3pp cakeage fee applies if you do not select a dessert from our menu. A 15% surcharge applies on all public holidays. A 10% Sunday surcharge applies.

EVENT DETAILS

Your event manager will be in touch 1 month prior to begin working on your event.

- Food and beverages selections – Minimum 14 days' notice.
- Tentative numbers – Minimum 14 days' notice.
- Final numbers – Minimum 7 days' notice. After this point, the highest confirmed attendees will be catered to and charged for food and beverages.

EVENT SPACE SET UP

- Styling requires pre-approval from your event manager before being booked with an external supplier. Entertainment and AV must have prior approval from your event manager. Please be advised most spaces cannot facilitate entertainment or AV at VOGUE CAFE due to the open nature floor plan. All spaces will have in house music playing. Access to the room for bump in and out is maximum 30 minutes, and all external items must be taken from the venue on conclusion of your event.

PROPERTY AND DAMAGES

The organiser is financially responsible for any damage to the venue's property and equipment as a result of your reservation.

RESPONSIBLE SERVICE OF ALCOHOL AND MINORS

- Responsible Service of Alcohol applies. No BYO is accepted. If a beverage package is selected, all guests must participate, unless they are excluded due to being pregnant, a minor or religious beliefs.
- All minors under 18, must be supervised by a legal guardian and vacate by 10pm by law.

SIGNATURE

DATE