



## *Venue Hire Booking Form*

Please read through our **Terms & Conditions** carefully, feel free to call and ask any questions you may have. Phone 8684 3600

### **Tentative Bookings**

Your deposit must be received within 7 days of your original tentative booking. A function will be deemed to be confirmed when both a deposit & signed Booking Form have been received. Boston Bay Wines reserves the right to cancel any bookings where this has not been done within 7 days. If your function is to be held less than 14 days from your enquiry date, deposit & Booking Form are required within 24 hours of tentative booking. Your deposit will be the amount for Room Hire and will be deducted from your final account.

### **Cancellations**

Prior to 3 months before a function date a full refund will be given. 6 to 12 weeks prior to function date 60% of deposit is charged as cancellation. Within 6 weeks of function date 100% deposit is charged as cancellation fee.

### **Menu Selection & Final Numbers**

Must be confirmed for any functions requiring catering. All menu selections must be made 2 weeks prior to your function. Final numbers must also be confirmed 1 week prior to your function. The final number confirmed will represent the minimum numbers for which you will be charged.

### **Pricing**

While every effort is made to maintain price quoted at the time of booking, Boston Bay Wines reserves the right to adjust prices without notice according to fluctuations in market prices.

### **Payment**

All accounts must be settled on confirmation of numbers, unless credit arrangements are made prior to the day of the function.

### **Insurance**

Boston Bay Wines will not take any responsibility for injury, damage to or loss of equipment, merchandise or personal property of guests left on the premises prior to, during or after the function.

We reserve the right to cancel any Function at our discretion should we become aware of a potentially dangerous or approaching weather event or natural disaster (An Event).

We will take this course action if we believe that 'An Event' has the potential to cause personal injury to you or other patrons or property damage to their property.

We will endeavour to give you at least 24 hours' notice of cancellation however, should 'An Event' be of such a nature that its course or magnitude cannot be accurately predicted or judged, we may choose to give you a shorter notice of cancellation.

Should 'An Event' of this nature occur and we choose to cancel the Function, we take no responsibility for any financial loss, inconvenience or other loss or damage incurred by you.

### **Organiser's Responsibility**

Organisers of a function are financially responsible for any damage/breakage sustained by the organisers, guests or any other persons attending or involved in the function. It is understood the organiser will take all reasonable steps to conduct the function in an orderly manner and control the behaviour of their guests.

### **Responsible Service**

Boston Bay Wines practices responsible service of alcohol. Any person deemed to be intoxicated may be refused the service of alcohol. All minors must leave the premises by midnight. It is an offence to serve or have someone supply alcohol to a minor or intoxicated person. Boston Bay Wines reserves the right to refuse service or to remove patrons for inappropriate or offensive behaviour.

Responsible Service Boston Bay Wines reserves the right to decline High Risk Events.

### **Agreement:**

I \_\_\_\_\_

hereby accept the terms & conditions listed above

Date: \_\_\_\_\_ Invoice No. \_\_\_\_\_ Paid: \_\_\_\_\_

Signature: \_\_\_\_\_

Signed by: \_\_\_\_\_ (print name)

Function Name: \_\_\_\_\_

Function Date: \_\_\_\_\_