

Group & Function Booking Agreement

Confirmation of Bookings: Your booking is not confirmed until a deposit of \$200.00 for 20 guests or less and \$500.00 for 20 guests or more is received. We hold tentative bookings for 5 days only, and if we do not receive confirmation and a deposit we will release the space without further notice.

Confirmation: To confirm your booking we require a signed copy of this **Group & Function Booking Agreement** to be returned to us with the requested deposit.

Final numbers: The final numbers are to be confirmed at or before 12 midday at least five (5) working days before the event. This will be the Guaranteed Number, if you do not have a set price event a minimum of \$35.00 per person will be charged for your guest that do not turn up to your event. Increases up to 10% are acceptable if adequate notice is given. It is your responsibility to notify us of final numbers. Charges will be based on the Guaranteed Number or the number attending whichever is greater.

Payment: The contract signatory is liable to pay all money due under this Agreement. We do not provide credit. All function accounts must be paid with Credit Card, Cash or Bank Cheque at least 5 working days prior to the date of your event or by arrangements previously arranged with management. Personal and company cheques are only accepted with prior approval. All credit cards incur a 1.75% Surcharge on your total Payment. A 15% Surcharge applies to all public holidays.

Cancellations: In the event of cancellation the following terms will apply:

1. All cancellations must be made in writing
2. For functions of 50 guests or more, if the function is cancelled more than 3 months from the function date the deposit will be refunded in full
3. For functions of 50 guests or more, if the function is cancelled less than 3 months from the booked date, the deposit will only be refunded if the function room is resold for a function of a similar size.
4. For functions of 50 guests or less, if the function is cancelled more than 2 month from the booked date the deposit will be refunded in full
5. For functions of 50 guests or less, if the function is cancelled less 2 month from the booked date, the deposit will only be refunded if the function room is resold for a function of a similar size.
6. For functions cancelled ten (10) working days or less before the function date, the cancellation fee will be equal to 50% of the total estimated value of the function.

Room Hire Charges: The cost for Room Hire of Red Manna Waterfront Restaurant is \$300.00 for (5) five hours. This charge is the maximum hire charge payable and can be discussed with management.

A room cleaning Fee may be payable for above normal clean duties.

Linen Fee: The Cost of a standard white serviette is included in all set menu pricing. Table cloths can be added at the cost of \$7.00 per table cloth.

Time Extensions: a labour surcharge of \$90.00 per hour will payable for any function that continues beyond the agreed time. Time extension can not exceed 1.30am.

Equipment Hire Charges: Charges apply for all special equipment or facilities provided for each function – please discuss costs and needs with restaurant staff.

Additional meals for musicians, video people and photographers are provided at a reduced cost.

Other charges:

Consumption of outside food and beverage: Group & Function organisers are not permitted to supply their own food without the prior approval of the restaurant. Red Manna Waterfront Restaurant is fully licensed and we do not permit any beverages to be brought on to the premises for consumption.

Room & Table Allocation: The restaurant reserves the right to reassign the group or function to another room if the room or table if the room or table originally booked is not available or is not considered suitable in the opinion of the restaurant. The Maximum table seating we have is limited to ten (10) only.

Delivery and pickup of Equipment: the restaurant must be advised of all deliveries and collections made on behalf of the client. Payment for deliveries of goods must be made by the client in advance. Assistance for moving in or out of equipment will only be possible if staff are available.

Responsibility:

1. The patron assumes responsibility for all damage caused by them or any of their guests, invitees or other people attending the function, whether in the function rooms or in another part of the restaurant.
2. General and normal cleaning is included in the cost of the room hire charge, but additional charges may be payable is the function has created cleaning needs above and beyond normal cleaning. **NO CONFIT OR GLITTER OF ANY KIND TO BE USED.**
3. The restaurant will take all necessary care but will not accept responsibility for damage or loss of any client's property in the restaurant before, during or after a function.
4. The patron is responsible to conduct the function in an orderly manner and in full compliance with the rules and House Policy of the restaurant management and all applicable laws. We reserve the right to intervene if a function's activities are considered illegal, noisy or offensive.
5. The restaurant reserves the right to refuse the service of alcohol to any guests it considers to be under age or intoxicated or behaving in an offensive manner.

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Please read the above agreement carefully, sign it below and return it to Red Manna Waterfront Restaurant as soon as possible.
Fax it to: (08) 9581 1165 or Post it to: Red Manna Waterfront Restaurant, 5A/9 Mandurah Terrace Mandurah WA 6210.

I have read and accept the conditions stated in this Agreement,

Date of Function: _____ Number of people: _____

Name in full: _____ Position: _____

Company/organisation: _____

Signature: _____ Date: _____

Deposit enclosed \$ _____ M/Card Visa Amex Cheque Cash

Cardholder's Name: _____ Signature: _____

Card No.: _____ Expiry date: _____ / _____

Office Use Only:

Received and processed by: _____ Checked by: _____

Date: _____ Balance of payment due \$ _____ by: _____

