



# MAGPIES NEST RESTAURANT

## FUNCTIONS BOOKING FORM

Contact Name : \_\_\_\_\_

Business Name (if applicable) : \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: Bus.: \_\_\_\_\_ Home or Mobile: \_\_\_\_\_

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

Menu requirements / Set Menu options: \_\_\_\_\_

Special Dietary requirements: \_\_\_\_\_

Minimum number of people (approx): \_\_\_\_\_ Max: \_\_\_\_\_

Timing of function: Start: \_\_\_\_\_ Finish: \_\_\_\_\_

Function set-up: Layout change of restaurant? Yes/No \_\_\_\_\_

Requirements: (please circle) Microphone – PA/ Linen serviettes / Linen tablecloths (additional costs apply)

How function will be paid: Credit card / Cash / Cheque/ Direct Deposit (please fax confirmation)

How function deposit will be paid: Credit card / Cash / Cheque/ Direct Deposit (please fax confirmation)

### Terms and Conditions

#### Deposits:

To secure your booking a deposit \$250.00 for functions over 20 people, and \$500.00 for over 50 people is required. The deposit will be deducted from your final account.

Payment of the deposit will be taken as acceptance of our terms & conditions.

If there is cancellation of the booking within **4 weeks** of the function date the deposit is non-refundable.

#### Numbers:

Final confirmation of numbers is required 7 days prior to function. Confirmed numbers or attending number will be charged, whichever is greater.

#### Payment:

Full payment of the account must be settled prior to the function unless other arrangements have been made.

Magpies Nest Restaurant reserves the right to cancel a booking if a deposit has not been made by the due date.

#### Liability:

Magpies Nest Restaurant will accept no responsibility or liability for any loss or damage whatsoever to any property belonging to the clients. The organisers of the function are responsible for any damage sustained to The Magpies Nest property, caused by their guests or associates prior to or after the function.

Magpies Nest Restaurant reserves the right to impose a cleaning fee. At no time is confetti or glitter permitted.

A fee of \$250.00 per hour **may** be charged during trading hours if a function overstays allocated time.

The Restaurant closes at 12 midnight and cannot trade after this time under Licensing laws.

### **I have read and understand the above terms and conditions**

Name (please print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

#### Payment Details:

##### For direct deposit payments:

National Australia Bank    Magpies Nest Restaurant    Account: 472370165    BSB: 082-811

##### For credit card payments:

Name on card: \_\_\_\_\_ Card number: \_\_\_\_\_ Exp \_\_\_/\_\_\_

Security/CCV code: \_\_\_\_\_ Amount: \_\_\_\_\_ Signature of cardholder: \_\_\_\_\_