



## BOOKING AGREEMENT

Function date..... Type of function.....

Name.....

Address.....

.....Postcode.....

Phone: (h).....(b).....mobile.....

email.....Fax.....

Start time..... Finish time.....

Number of people attending.....

### Meal requirements

Canapés  Cocktail Party  Entrée  Main  Dessert

### Beverage requirements

Drinks package: option 1  2  Guests purchase own

Tab on bar: Beer, wine & soft drink only  Full bar

DJ required: Yes  No  Band: Yes  No

**Please note: A guest list is required and security is compulsory for 21<sup>st</sup> birthday functions.**

.....  
Please sign and return the booking agreement form along with a \$500 deposit, to Sandy by the Bay, PO Box 16, Sandringham, 3191 or alternatively fax to 9521 0017.  
All cheques are to be made payable to 'Sandringham Football Club'.

Direct debit details: Bendigo Bank  
BSB: 633 108 Account: 1302 65309

Name on Card:..... Expiry Date \_\_ / \_\_

Card Number \_\_\_ / \_\_\_ / \_\_\_ / \_\_\_ Signature.....

I have read and accept the terms and conditions of the function booking.

Signed..... Date ..../...../.....

### Office Use

Room hire .....	Other .....
Drink package .....	.....
Food package .....	.....
Security .....	.....

## **TERMS AND CONDITIONS**

### **DEPOSITS/BOOKINGS**

A \$500 deposit is required to confirm your booking along with a signed Booking Agreement Form.

### **CANCELLATION**

Cancellation of an event will result in the forfeit of your deposit, unless a replacement event can be confirmed.

If the event date is rebooked, then the deposit will be refunded

### **CONFIRMATION AND PAYMENT**

Confirmation of final numbers is required 7 days prior to your event. The number of persons confirmed will be the minimum number charged for, regardless of their attendance.

Full payment based on your confirmed guest numbers and package is required 7 days prior to your event. A pre-authorized credit card is required for all beverage arrangements on a consumption basis. Any additional charges must be settled at the conclusion of your event unless otherwise agreed.

Payment can be made by cash, credit card, cheque or direct debit

Please note: a surcharge applies to public holidays

### **RESPONSIBILITY/BEHAVIOUR**

The client is responsible for any damage that is sustained to the venue, which is caused by the client or any guest attending the event. Any damage resulting from guest's negligence may result in the recovery of costs

Management reserves the right to refuse entry to the Venue and ask people to leave the premises if an acceptable standard of behaviour is not met.

### **SERVICE OF ALCOHOL**

No person under the age of 18 may consume alcohol on the premises. Any person considered to be intoxicated will not be served alcohol and may be asked to leave the premises.

### **SMOKING POLICY**

Smoking is only allowed outside on the balcony. Smoking is not permitted inside the building.