

“TIME TO VINO” FUNCTION FORM

Function Day & Date:	Space: Function (16 and above) <input type="checkbox"/> Exclusive Use Event (min. spends apply) <input type="checkbox"/>
Contact Name:	Minimum Spend (if applicable) \$ _____
Company:	Type of Function: Cocktail <input type="checkbox"/> Sit Down <input type="checkbox"/>
Occasion:	No. of Guests: _____ Arrival Time: _____
Postal Address:	Email: _____
Mobile:	Telephone: _____

Method of Payment

I give authority for the following credit card to be deducted for:

Pre Payment of event by approval of Time to Vino Management (the customer copy and a Tax Invoice will be sent to you upon request)

Balance owing paid at close of function

NOTE – All bill totals must be paid on the night of the function. Any balance not paid within 24 hours results in an immediate additional 5% surcharge

Credit	Cardholder Name: _____
Card	Card Number: _____
Details	Card Type: _____ Expiry Date: _____

Terms and Conditions

Confirmation	The return of this form together with the required deposit amount confirms the booking. By confirming, the hirer agrees to abide by Terms & Conditions (overleaf)
Service Charges	A 8% service charge is applicable to the total bill of any function booking or exclusive use events, unless waived by management.
Cancellation Fee	Please see Terms & Conditions for cancellation details
Food & Beverage Numbers	Food and beverage selections are required at least 3 business days prior to your function You will be charged for your food and beverage selections multiplied by your confirmed numbers, which are required at least 3 business days prior to your function. If numbers reduce after this confirmation, the amount payable will not be reduced

I/We agree to the Terms & Conditions as outlined

Authorised Signatory	Name & Title
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PLEASE COMPLETE THIS FORM & FAX TO 8078 0129

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Food Menu

Sit Down (Tasting Menu): (\$40)

Sit Down (3 Choice Menu): 2 courses (\$65) 3 courses (\$75)

Canapés: \$30 per head \$36 per head \$44 per head \$52 per head

Platters (\$50 per platter): Quantity _____

Food Selection:

(please note final menu selection is required at least 3 business days prior to your function)

Food service to begin at:

Beverage Menu

Options: Bar Tab (set amount applied by the host)

Beverage Package (chosen from function package)

Beverage Selection:

(please note final beverage selection is required at least 3 business days prior to your function)

Drinks trayed on Arrival: Yes please No thanks

(only available for cocktail functions or exclusive use functions)

Special Requests

"TIME TO VINO" FUNCTION FORM

TERMS & CONDITIONS

Deposit & Booking Procedure

Your function date and space is confirmed on receipt of signed Time to Vino Function Form. Should we not receive confirmation as stated, Time to Vino reserves the right to release the booking.

Service Charges

A 8% service charge is applicable to the total bill of any function booking or exclusive use events, unless waived by management.

Payment Terms

Payment will be processed at close of function by the method specified on Page 1 of this Function Form. Please note that only credit cards or cash are accepted – company cheques must be given for authorisation 3 business days prior to the function. Any balance not paid within 24 hours of the function is subject to an automatic surcharge of 5% of the total balance owing compounding weekly.

Food and Beverage Confirmation

We require confirmation of your food and beverage requirements at least 3 business days prior to your function. Special dietary needs are also required at this time. Time to Vino requires the right to alter products to a similar product if the product requested is not available.

Final Numbers

A guaranteed number of guests attending the event is required 3 business days prior to your function. Charges are based on the final head count or guaranteed numbers, whichever is greater, multiplied by your food and beverage selections.

Cancellation

Cancellation of a confirmed booking must be adhering to the following terms:

If received over 30 days prior to the function, there will be no penalty.

If received inside 14 days, 25% of the estimated total function cost is payable to Time to Vino

If received inside 7 days, 50% of the estimated total function cost is payable to Time to Vino

If received inside 3 days, the entire estimated function cost is payable to Time to Vino

Consumption Policy

Strictly no food or beverage may be bought onto Time to Vino premises for consumption unless prior authorisation has been given by the management.

Loss or Damage

Time to Vino will take all necessary care but cannot take responsibility for damage or loss of objects or personal belongings left on the premises before, during or after the function.

Except where caused or contributed to by the act or omission of Time to Vino, the organiser is financially responsible for any damage sustained or loss incurred to Time to Vino property, fixtures or fittings, whether through their own actions or the actions of their guests or contractors. Nothing is to be attached to any part of Time to Vino property without the prior written approval of Time to Vino management.

Deliveries

Time to Vino must be notified in advance of any deliveries to be made. All items must be marked with the name, date and time of the function along with the number of items being delivered.

Cleaning

Normal cleaning costs are included in the cost of the room hire. Any additional cleaning requirements from the function which are considered to be over and above normal cleaning may incur additional charges for the function organiser.

Management Reserves all Rights

Time to Vino Management reserves the unconditional right to cancel any function without liability if unforeseen circumstances arise. If such a situation did occur, Time to Vino commits to giving as much notice of cancellation as possible.

Acceptance

On return of the signed Function Form, it is assumed that the Hirer accepts the terms and conditions outlined above.