



BOOKING AGREEMENT Terms & Conditions

In order to confirm your reception reservation, please forward a non-refundable deposit of \$500.00 and your booking agreement form.

The organiser must be aware that all related costs, including exclusive use, administration and all food costs will be charged should the function be cancelled less than 48 hours prior to the event date.

There is a restaurant set up and exclusive hire fee for your reception of \$1,000.00, in which we supply white linen table clothes and napkins. The restaurant will be set up as per the clients' requirements using existing furniture.

Flutes Restaurant has a capacity 150 people. If the restaurant needs to hire any additional equipment for the function, it will be at a cost to the organiser. Conditions apply for receptions held for less than 50 adults.

There is a ceremony fee of \$1,500.00, in which Flutes supply a table for signing, a white linen table clothes plus 10 white plastic chairs. **Confetti is restricted in the ceremony area.**

Please advise the Functions Manager of any deliveries associated with the reception so that we can ensure someone is available to accept the goods.

Sparklers are not allowed in the restaurant or on the decking area. Nothing is to be adhered to the walls or any other surface of the building without prior arrangement with the Manager.

At Flutes we take great care when looking after our guests' belongings. Where possible all lost property will be returned to its rightful owner. However, we cannot accept responsibility for the loss or damage of items before, during or after a function.

The organisers of each reception will be charged for any damages or heavy cleaning incurred during the course of the function.

If a dance floor is requested, then one must be hired at the expense of the organiser. Please enquire with the Functions Manager, as one is available to hire on site.

As Flutes sits within a tranquil environment and there are a number of private residences in close proximity please keep amplified music and excessive noise to a minimum.

No Food or beverage is to be served outside of the restaurant premises either by Flutes Restaurant or any other guest.

Please Initial Here _____

Confirmation of numbers, menu and floor plan is required 14 days prior to your function.

Upon confirmation of numbers you will be invoiced (for everything except beverages) which we request to be paid in full 7 days prior to the function. Guaranteed numbers are required 48 hours prior to your function and charges will be based on guaranteed numbers on final head count, whichever is greater. The invoice for the beverages will be given to you the day after your reception and is requested to be paid within 72 hours after your Reception. Payments can be made via direct bank transfer, bank cheque or credit card. Please note payments made utilising credit cards will attract a surcharge of 3%. If after 72 hours, your final payment has not been received, the remaining balance will be charged to your credit card plus the additional 3% surcharge.

Any function held on a Public Holiday will incur a 10% surcharge unless otherwise negotiated.

The organiser of the function agrees to begin the function at the scheduled arrival time (Not before 6.00pm) and have all guests vacate the function area by the agreed time of departure. Any longer will incur an overtime fee of \$500.00 per hour or part thereof. If this occurs on a long weekend the fee would be \$700.00 per hour overtime fee. It is important to note for the venue to be engaged past midnight must be prior approval and cannot be arranged on the evening.

All prices are current at the time of quotation and are subject to change upon availability of local and seasonal produce. Flutes advise that all prices include GST.

To signify your agreement with the above terms and conditions please sign below and complete the following details:

_____	_____	____/____/____
Groom's Signature	Name (Print Please)	Date
_____	_____	____/____/____
Bride's Signature	Name (Print Please)	Date

Details of Deposit & Security

- Deposit paid - \$500.00 (*Form of payment: Bank Transfer or Credit Card - please circle*)
ANZ – Margaret River | Account Name: Flutes Restaurant | BSB 016-141 | Account No. 909537010
- Security (*Please note: a credit card number is requested for all receptions*)

Credit Card No. _____ Expiry ____/____ Type: _____

Name on Card: _____ Cardholders Signature: _____

Contact Details:

Name _____

Address _____

Daytime Contact Telephone No.: _____

Mobile: _____ Email: _____

Date of Reception: _____

Lunch Reception or Dinner Reception (*please circle*)

Approximate number of guests _____