

Function Terms and Conditions

- 1) TENTATIVE BOOKINGS / BOOKING FEE:** A tentative booking will be held for two (2) days only. To receipt confirmation of your booking a booking fee of \$200 is required with a signed 'Function Booking Form'. Your deposit will be credited against total amount outstanding.
- 2) CONFIRMATION:** On receipt of the booking fee your event will be confirmed!
- 3) CANCELLATIONS OF FUNCTIONS:** Three (3) month prior to the date of the function, where the notification is provided in writing, are entitled to the booking fee refunded in full. Cancellations made less than three (3) month prior are NON REFUNDABLE.
- 4) GUARANTEED FINAL NUMBERS:** Of guests attending the function is required with five (5) working days prior to the commencement of the event. With catering of meals, the number that is confirmed will be the minimum charge.
- 5) LOSS OR DAMAGE:** To Middels' property, windows, fixtures, or fittings caused by the client, guest, agent or contractors before, during or after the function will be the financial responsibility of the organizer. Costs associated may be charge on the nominated credit card.
- 6) ALCOHOL & CATERING:** No alcohol or private catering is permitted to be brought into the venue. Private cakes, lolly stations being the exception. BYO cakes brought in will be charged \$1 levy per person for cutting, plating and/or bagging.
- 7) DECORATIONS:** May be allowed providing have been run through with your event coordinator. No nails or holes may be made and all materials must be able to be easily removed and returned to original state. Middels have a zero use policy for all use of scatters, foil pieces and/or glitter. Use of such material may compromise our control on food safety.
- 8) CONDUCT OF GUESTS:** The staff and management of Middels reserve the right to remove any guest from the premises if they behave in an unreasonable manner. Middels adheres to the Responsible Service of Alcohol Act.
- 8) AGREEMENT:** Middels will take all reasonable steps to ensure that the conditions of this agreement are observed, however cannot be responsible if it is unable to carry out the terms of the agreement, due to circumstances beyond our control, ie, industrial action, government intervention, natural disaster, etc, A signed copy of this agreement is required on confirmation of booking.

Function Booking Form

Please complete and sign the form below after reading the terms and conditions and return to Middels Tapas Bar & Restaurant with your deposit of \$200.

Contact Details

Mr Mrs Miss Ms

Name: _____

Address: _____

Town: _____ Postcode: _____

Phone: _____ Mobile: _____

Email: _____

I have read and accepted the terms and conditions

Signature: _____ Date: _____

Function Details

Event Date: _____ Event Time: _____ Number Attending: _____

Occasion of Event (e.g., Birthday, Corporate) _____

(This section will be shredded once payment is processed)

Payment Details

Deposit Payment: Via Cash Cheque Debit Card Credit Card

Type Of Card: Visa Amex (3% Surcharge Applies)

Cardholders Name: _____

Card Number: _____

Expiry: _____ CCV Number: _____

Declaration: **I am over the age of 18**

Cardholder Signature: _____