

# 20SHERWOOD RECEPTIONS

## Terms and Conditions

### **1. Tentative Bookings and Confirmation**

Your preferred Booking date is a confirmed booking upon receipt of a \$500.00 deposit and a signed terms and conditions form. Before a deposit is received, Sherwood Receptions holds all dates for a period of 14 days, and reserves the right to book the venue to another client thereafter. The deposit is held in trust until the functions conclusion.

### **2. Minimum Numbers**

Sherwood Receptions requires a minimum 100 guests on a Saturday Night.

### **3. Cancellations**

In the event of the cancellation of a function the full deposit will be refunded if cancelled 60 days prior to the function date. Cancellations within 60 days of your function date 50% of your deposit will be refunded. Sherwood receptions reserves the right to refund any deposit.

### **4. Final numbers and payment arrangements**

Final Numbers must be provided to Sherwood Receptions 10 days prior to the function being held with final payment due 7 days prior. Confirmed numbers will be catered for and accordingly Sherwood Receptions reserves the right to charge in accordance with guaranteed final numbers. If the numbers are substantially less than guaranteed Sherwood Receptions reserves the right to review the negotiations. Payment can be made by Cash, Credit Card, Cheques payable to Sherwood Catering Pty Ltd. or Direct Deposit.

### **5. Entertainment**

Sherwood Receptions must approve entertainment that has been privately arranged. Contact details of entertainers must be supplied in order to ensure that they are aware of access details and set up times.

### **6. Smoking Policy**

Due to legislation the function rooms are designated as non-smoking areas. Our outdoor courtyard and patio areas are made available for smokers.

### **7. Damage or Loss of Goods and Property**

Sherwood Receptions does not accept responsibility for the damage or loss of goods left on the premises prior to, during or after a function. The Client is financially responsible for any damage sustained to property prior to, during or after the function.

### **8. Prices**

Unless otherwise stated on the quotation all prices quoted are inclusive of GST. All quotations for functions more than 6 months in advance are subject to CPI increases.

### **9. Function Duration**

All events at Sherwood Receptions are quoted on 5½ hour function duration. Should the function extend past the given period Sherwood Receptions reserves the right to charge an hourly surcharge in order to cover the increased labour and beverage costs. Prior to the function if the client wished to extend the duration of the reception the cost will be \$3.00 per head per hour. Arrangements must be made before final payment.

**10. Property Regulations**

*Rose petals are permitted to be thrown in moderation, no confetti or rice*

**11. Menus**

*If due to unforeseen circumstances (eg. Supplier shortages) Sherwood Receptions is not able to provide the agreed menu or services, Sherwood reserves the right to adapt the menu or services in consultation with the client.*

***I/we hereby sign and agree to all the terms and conditions stated above:***

***Name of Function Booking:*** \_\_\_\_\_

*Today's Date:* \_\_\_\_\_

***Date of Function:*** *Day:* \_\_\_\_\_ *Month:* \_\_\_\_\_ *Year:* \_\_\_\_\_

***Approximate number of guests:*** \_\_\_\_\_

***Function Contact Details:*** \_\_\_\_\_

*Phone:* \_\_\_\_\_

*Email:* \_\_\_\_\_

***Preferred Postal Address:*** \_\_\_\_\_

\_\_\_\_\_

*Suburb:* \_\_\_\_\_ *State:* \_\_\_\_\_ *Postcode:* \_\_\_\_\_

***Function Details:*** *Lunch/Dinner*

*I/ we* \_\_\_\_\_ *have read, understand and agree to comply with the above terms and conditions.*

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_