

## SMALL PARTIES - PRIVATE DINING, CAFÉ TERRACE & RESTAURANT

# Sails

on the bay  
RESTAURANT

### TERMS & CONDITIONS

#### OTHER DISCOUNTS AND PROMOTIONS

Event, small party and group menus and prices are not valid with any other offer or discount, including but not limited to Entertainment Guide and Qantas Frequent Flyer points.

#### FINAL ATTENDANCE AND PAYMENTS

**Confirmation of final number of guests is required 3 working days prior to the event. Your account will reflect this confirmation as a minimum.** Regardless of our bookings on the day, the number you provide as final determines the staff required and rostered for your service as well as orders made for fresh produce with our suppliers.

Full and final payment is required on the day of the function, unless prior arrangement has been made. We also advise clients to ensure that you or your event host receives the final account and, or tax invoice prior to leaving our premises.

#### RESPONSIBILITY

Organisers are financially responsible for any damage sustained to the fixtures, fittings, property or equipment by yourself, your guests or your external contractors prior to, during or after the function.

Sails *on the bay* does not accept responsibility for the damage or loss of goods left on the premises prior to, during or after an event.

No banners, signs or posters may be attached to the walls ceilings or windows without prior arrangement with Management.

#### OTHER INFORMATION

The Private Dining Room and Café Terrace do not permit live musical entertainment (bands, DJ's). The Private Dining Room is linked to our in-house Restaurant sound system and music selection.

The Café Terrace has a sound system available for use during your event. Clients may use the system to play a selection of their own CD's or music stored on a personal iPod. Management control volume levels for this sound system that are set in accordance with guest enjoyment and comfort in adjoining areas.

With the exception of wedding cakes, no food or beverages are permitted to be brought onto and, or consumed on the premises during your event.

#### CAFÉ TERRACE BEVERAGE SERVICE & START TIME

The Café Terrace offers beverage packages, based on event durations. Clients are also welcome to arrange waiter service to tables for guests to order from our Restaurant beverage and wine list. Prior to the event concluding, each table will receive their account to be paid in full on the evening. We are unable to provide an open bar service for individuals. The client will be responsible for payment of any outstanding amounts prior to the settlement of final accounts.

Private dinner and cocktail party events held in the Café Terrace commence at 7.30pm – this time is fixed.

#### DEPOSIT AND BOOKING CONDITIONS

**Sails *on the bay* reserves the right to cancel a tentative reservation, if the deposit amount provided at the time of making the reservation, is not paid within 7 days of the reservation being made.** The deposit will be deducted from your final account.

All cancellations must be received in writing. Cancellation fees apply;

- period preceding 7 days prior to your event date, 50% of the deposit held applies, and
- within 7 days of your event date, 100% of the deposit held applies.

There are two adjoining Private Dining Rooms, the minimum spend per room is \$1,800 for a maximum of 20 guests. Minimum spend in December is \$3500.

**These terms and conditions are non-negotiable and binding. To confirm agreement by you and your guests, please sign and return to Sails *on the bay* in person, by fax or post. Valid until winter 2012.**

Signed \_\_\_\_\_

Date \_\_\_\_\_

Number of guests \_\_\_\_\_

Name of event \_\_\_\_\_

Date of event \_\_\_\_\_

Start time \_\_\_\_\_

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