

Vine Restaurant

Terms and Conditions for Function Bookings

Making a booking

Tentative bookings

- Tentative booking will be held for 14 days. If no confirmation or deposit has been received by the 14th day, the tentative booking may be cancelled.

Quotation

- Quotes are valid for 28 days from the date of the quotation unless specified otherwise.

Prices

- Quotation prices are based on current costs and anticipated cost increases (e.g. seasonal prices). Any changes in price will be advised within 30 days. All prices are inclusive of GST. Prices quoted more than 12 months in advance of the booked date may incur a CPI increase.

Confirming a booking

- Bookings will only be confirmed once a deposit and a confirmation form have been received.

Booking deposits

- The amount of deposit required will be given in your letter of quotation for your function.
- The standard deposits are as follows:
 - Separate dining room \$250
 - Small functions/events \$500
 - Large dinners and weddings \$1000
- Deposit cheques are to be made payable to Vine Restaurant.

Surcharges

- Public Holidays and New Year's Eve – a surcharge of \$7.50 per person applies.
- A surcharge of \$3 per guest per hour will apply if the agreed booking time for the function is exceeded.

Payment

- The full estimated amount for the function must be made on the day of the function.

Cancellations

- Cancellation in writing is required for all confirmed bookings.

Menu

- The menu must be finalised 14 days prior to the function date.

Menu and seating arrangements – responsibilities

- It is the client's responsibility to provide a typed guest list, seating plan and place cards for the event.
- It is Vine Restaurants responsibility to provide typed menus for the event.

Wedding/birthday cakes

- A charge of \$3.5 per person will apply for trimming, serving and bagging cakes provided by the client.

Final attendance numbers – functions and weddings

- Exact guest numbers are required 2 working days prior to the function date.

Licensed premises

- Vine Restaurant is fully licensed and therefore bound by legislation under the Liquor Licensing Act. Function organisers or guests must not supply their own food or beverages (wedding and birthday cakes excepted by agreement).

Deliveries

- Any deliveries of goods to Vine Restaurant for the function/event must be arranged with Vine Restaurants Function Manager and clearly marked with the client's name.

Displays, decorations and signage

- No structures are to be damaged by nails, screws, staples, glues or Blutac.
- This includes all doors, walls, tables, pylons, poles, windows or any other part of the restaurant's fixtures, fittings or structure.

Suppliers and decorators

- The client must inform the Functions Manager of any arrangements they have made with suppliers and decorators. Times of deliveries and access to the restaurant must be agreed prior to their arrival.

Function hours

- Functions may start and finish at an agreed time, however, due to Brisbane City Council by-laws music facilities must cease at 11.45pm.

Damage and loss

- The client is responsible for the conduct of its guests and indemnifies Vine Restaurant against damage or loss caused by the client or its guests.
- The client is also financially responsible for any damage to structures, fittings, property or equipment caused by the client, its guests, its contractors either prior to, during or after the function.
- Vine Restaurant does not accept responsibility for any damage to or loss of the client’s property that has been left on the premises in relation to the function (i.e. before, during or after the function). All personal belongings including gifts/presents must be removed at the end of the function.

Cleaning

- No confetti or rice is to be thrown in or near Vine Restaurant. If this occurs, the client will be liable for cleaning costs.
- Any extraordinary cleaning that is needed as a result of any action by the client or the client’s guests will be charged to the client.

I have read and agree to Vine Restaurants terms and conditions as stated.

Name

Signature

Date

Contact Number

For Vine Restaurant

Date
