

## BOOKING FORM

I \_\_\_\_\_

Have read and accept the terms and conditions of the Burdekin Rooms.

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode \_\_\_\_\_

Phone No: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

Number of Guests: \_\_\_\_\_ Time Start: \_\_\_\_\_ Finish: \_\_ 3am \_\_\_\_

Event: \_\_\_\_\_

\_\_\_\_\_

Date of Function:

Function Room:

Bar Guarantee:

Booking Deposit:

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

## BOOKING PAYMENT

You are required to give credit card details when making a booking, your credit card will be debited for the deposit amount of \$500. This is refundable on the completion of your event once minimum spend is reached.

At the end of the event you will need to have your credit card available to settle any outstanding items such as bar tabs, difference not met for minimum spend, food, decorations, cakeage, security and any damaged property belonging to the Burdekin Rooms.

Credit Card Details: VISA / MASTERCARD

Cardholders Name: \_\_\_\_\_

Card Number: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Expiry Date: \_\_\_\_ / \_\_\_\_ Security Code \_\_\_\_

Please debit my card at the end of the event: \_\_\_\_\_

For any outstanding costs including damaged property



## **Burdekin Rooms Events 2016**

Please find attached:

\*Booking form

\*Terms and Conditions

\*Canape Menu

\*Function requirements form

Thank you for choosing the Burdekin for your event !

Client :

Function Room:

Date of event :

# **BURDEKIN ROOMS TERMS AND CONDITIONS**

## **CONFIRMATION**

Your booking will be secured when you have returned you're completed and signed booking form and your deposit is processed.

## **CANCELLATION**

If you cancel your booking you will be charged the following;

4 weeks after booking the event: 0%of the nominated deposit.

2 week before the event                      50% of nominated bar guarantee.

1 week before the event                      100% of nominated bar guarantee

## **MINIMUM BAR SPENDS**

The following bars have the attached minimum bar spends which must be reached, these numbers do not include money spent on food, security etc.

**Mini Bar : \$5000**

**Viper Bar : \$5000**

**Lava Bar \$2500**

**Dugout Bar \$1500**

## **ADVICE OF FINAL NUMBERS AND DETAILS**

Re-confirmation of number of guests attending and all final details should be notified to the event manager no less than five working days prior to the event.

## **PAYMENT**

At commencement of your event you are required to give your credit card to the manger on duty for settlement of any outstanding debt at the end of the event.

## **INSURANCE/ DAMAGE**

Our organisation will take reasonable care, but will not accept responsible for damage to or loss of items before, during or after a function. You are financially responsible for any loss or damage sustained to the premises or our property during a function or by your guests when entering or leaving the premises. You are also responsible for any loss or damage to equipment hired by us for you. All Burdekin equipment is covered by this agreement and your deposit.

## **DRESS REGULATIONS**

Smart casual. Themed parties are allowed. Management reserves the right to refuse entry.

## **OTHER**

The client shall conduct the function in an orderly manner and in full compliance with the rules of Burdekin management and in accordance with all applicable laws. The client is responsible for the conduct of the guests and invitees and indemnifies the hotel for all costs, charges, expenses, damage and loss caused by any act or omission by the client and their guests or invitees.

No food or beverages of any kind is permitted to be brought to the function by the client, and their guests or invitees, unless prior permission has been obtained. The Burdekin Rooms reserve the right in its absolute discretion to exclude or remove any undesirable persons from the function or Burdekin premises without liability. Management reserves the right to close the bar when it deems necessary. Burdekin reserves the right to cancel the booking if:

- Burdekin or any part of it is closed due to circumstances outside the hotels control.
- The client becomes insolvent, bankrupt or enters into liquidation or receivership
- The function might prejudice the reputation of The Burdekin Rooms

**SECURITY:**

All evening functions are required to have a security guard present for the duration of the function and you will be responsible for the cost incurred for a minimum of 4 hours. Security is charged at \$38 phr.

**UNDERAGE:**

No under 18's are permitted in the venue at any time. All guests must bring ID to the event.

**DECORATIONS:**

Whilst we want you to maximize your booking at The Burdekin Rooms, we can not permit the use of GLITTER, PARTY POPPERS / STREAMERS OR STICKY TAPE to hang your decorations !! Decorations left up will incur our cleaning fee of \$45.

**SETUP TIME:**

One hour prior to the event launch time is permitted, anything outside this by appointment with manager.

I \_\_\_\_\_ accept the terms and conditions of the Burdekin Rooms.

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

**FUNCTION ORDER FORM**

|          |  |
|----------|--|
| CUSTOMER |  |
|----------|--|

|      |  |      |  |
|------|--|------|--|
| ROOM |  | DATE |  |
|------|--|------|--|

|          |  |    |  |
|----------|--|----|--|
| GUESS No |  | TO |  |
|----------|--|----|--|

|      |  |
|------|--|
| TIME |  |
|------|--|

|              |  |
|--------------|--|
| SERVING TIME |  |
|--------------|--|

| COLD ITEMS  | DESCRIPTION   | QUANTITY | RRP    | TOTAL |
|---|---|----------|--------|-------|
| Peking Duck Pancakes  | Filled with duck, carrot, shallot, cucumber served with hoisin sauce  |          | \$2.80 |       |
| Thai Beef Cold Skewers  | Succulent slices of beef marinated with a combination of fresh Thai herbs and spices rolled onto skewers                                  |          | \$2.90 |       |
| Anti-Pesto Vegetable Skewers  | Roasted pumpkin with mushrooms and semi-dried tomato marinated in basil and Italian dressing and skewered                                 |          | \$2.60 |       |
| Vietnamese Vegetable Roll   | A mixture of carrot, lettuce, noodle and fresh herbs dressed with sweet chilli  |          | \$2.60 |       |
| Vietnamese Prawn Roll   | A mixture of prawns, vermicelli noodles and fresh Asian herbs and vegetables in a sweet dressing served with a peanut based dipping sauce |          | \$2.80 |       |
| Caramelised Onion & Goat Cheese tartlet with red belly chilli tomato jam      |   |          | \$2.80 |       |
| Smoked Salmon tartlet with Wasabi Pickled Ginger Mayonnaise tartlet           |   |          | \$2.80 |       |
| Crab Salad with Mango Lime Dressing in Cucumber Cup with Caramelised Capsicum |   |          | \$2.90 |       |
| Assortment of Nigiri  | An assortment of prawn, tofu and fresh salmon served with Japanese soya   |          | \$2.50 |       |
| Marinated King Prawn and Chilli Herb Skewers                                  |   |          | \$2.80 |       |
|   |   |          |        |       |
|   |   |          |        |       |



