

the butterfactory restaurant

an Award Winning Restaurant,
Café and Function Venue

CONFIRMATION OF FUNCTION STATEMENT OF COSTS

PREPARED FOR:

Date of Funtion: _____

I have read, understand and accept the following information and terms and conditions:

Signature of Client: _____ Date: _____

Witnessed by Consultant: _____ Date: _____

Please return this page at the time of payment.

Ph/Fax: 02 4447 1400
739 Greenwell Point Rd Pyree 2540
info@butterfactory.com.au www.butterfactory.com.au

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MENU OF SERVICE

Including GST applicable per person. Below are minimum fees.

FUNCTION VENUE HIRE:

- Whole Premises \$900.00
Venue Hire Includes: All tables dressed in white linen with white linen napkins.

ADDITIONAL COSTINGS:

- Refundable bond \$500.00
 Set-up and Cleaning fee \$250.00

OFF-SITE FUNCTION COSTS: (dependent on function)

DEPOSIT/AMENDMENTS/CANCELLATIONS:

- Deposit \$10.00 per person \$ _____
 Payment by credit card 2% of total charge \$ _____

Cancellation of booking 10% of total outside 45 days prior to function. Inside 45 days prior to function no refund. A current credit card imprint must be provided to secure any booking.

CREDIT CARD AUTHORITY FORM:

Credit Card Type: _____ Credit Card Number: _____

Cardholder Name: _____

Name of Client if not Cardholder: _____

Expiry Date: _____ I.D. Number: _____

Amount to be Charged: _____

Payment for (e.g. food/bar/deposit on function): _____

Credit card surcharges may apply when paying by credit card. If for any reason any provider is unable to provide the services for which you have contracted, your remedy lies against that provider, and not against The Butterfactory Restaurant. In the event that payment has been made to The Butterfactory Restaurant by credit card, and The Butterfactory Restaurant has passed on the payment to the service provider you agree that you will not seek to charge back your payment to The Butterfactory Restaurant. By signing this form I acknowledge that I am providing The Butterfactory Restaurant with my credit card details for the primary purpose of completing my arrangements.

BREAKDOWN OF CHARGES: (if necessary) (Client agrees with amount to be charged)

Charge Details – deposit \$ _____

Charge Details – part/full payment \$ _____

TOTAL CHARGE AUTHORISED \$ _____

Cardholder signature: _____

For signature verification please attach a copy a form of ID e.g. Drivers License prior to sending.

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We are delighted to confirm your forthcoming function arrangements. Please find enclosed a copy of your menu and runsheet for the function. Please check your details and statement carefully. All costings and quotations are current, but are subject to alteration and/or increase in line with CPI without notification until final payment.

TERMS & CONDITIONS

MINIMUM NUMBERS

In order to hire The Butterfactory Restaurant for your venue, minimum numbers apply.

Sit down min 40, sit down max 110

Cocktail min 60, cocktail max 150

CONFIRMATION AND DEPOSIT

- Confirmation in writing and a deposit based on \$10.00 per person is required within 14 days of making the reservation.
- Management reserves the right to cancel any reservation that has not been confirmed within 14 days of being made.
- An estimate of final numbers is required three weeks prior to the event, and final confirmation is required two weeks prior to your function, at the time of pre payment.

CANCELLATION

- All cancellations must be in writing, and deposits are refundable up to 45 days prior to the function date.
- After the aforementioned time frame, or in the case of non-arrival, cancellations shall forfeit all monies paid, and the restaurant reserves the right to charge for the numbers confirmed.

QUOTED PRICES

- All pricing is inclusive of Goods and Services Tax.
- Whilst every effort is made to maintain prices, all pricing may be subject to alteration prior to your function.

PAYMENT

- All food costs are to be paid two weeks prior to the function at the time of final number confirmation.
- The client is responsible for advising final numbers and should they not be advised, the client may be charged for the number estimated.
- Beverage packages and food must be pre paid at the same time. Consumption accounts settled at the conclusion of the function.
- Payment can be made in the form of cash, cheque, direct deposit or credit card. Credit card surcharges apply.

- Invoicing of the final bill can be arranged for corporate functions; however notification of this must be given no less than 14 days prior to the function date. Approval for invoicing is at the discretion of the management, and cannot be granted on the day/night of the function.

MENU SELECTION

- Menu Selections must be made at least two weeks prior to your function.
- Where menu selections have not been made within this time frame, management reserves the right to make menu selections on the client's behalf.

SPECIAL REQUESTS

- If you have any special requests: i.e. special dietary requests, every attempt will be made by management to accommodate your request. We ask that all of these special requirements be confirmed with the final menu selection at least 10 days prior to your function.
- If a special diet is requested on the day of the function we are not in a position to be able to guarantee the request.

CLOSING TIME OF FUNCTION

- If guests are still occupying the venue after the completion time that has been agreed, a charge of \$250 per hour for every hour or part thereof until all guests have vacated the premises will be added to the total cost.
- All prices and quotes are based on a maximum of four hours continuous service from the commencement of canapes to the completion of the clearing of dessert. If you as the client wish to extend this time a charge of \$200 per hour or part thereof will be levied on your final bill.
- Daytime functions must be completed and all guests to have left the premises by 4.00pm.
- Evening functions can begin after 4.30pm.