



Below you will find the details of our terms and conditions for holding events with us.

DEPOSIT: The Valley Cellardoor charges a \$100 deposit and this is required to secure your booking (along with 50% of minimum spend). The deposit will be refunded on completion of your function providing the following:

- *the area is left in a clean & tidy manner
- *no alcohol is brought onto the premise and consumed
- *no damage to property

MINIMUM SPEND:

12:00pm - 5:30pm

All areas - \$500 minimum spend

6:00pm - 11:00pm

30 guests: courtyard (pergola only) - \$750 minimum spend

35 guests: kitchen area - \$875 minimum spend

40 guests: courtyard - \$1000 minimum spend

Minimum spends as stated above are for Friday & Saturdays, for all other periods there is no minimum spend required, only a \$100 deposit.

PAYMENT: The Valley Cellardoor accepts cash, EFTPOS, Visa, Mastercard & Amex. 50% of the minimum spend must be paid upfront to secure your booking and the remaining 50% must be paid within 7 days of function date.

SECURING THE BOOKING: We require that the form at the end of these terms and conditions be fully completed with a valid credit card and signature and the deposit and 50% of the minimum spend to be paid.

CANCELLATION POLICY: Cancel the booking within 7 days of the event, there is a cancellation fee of 25% of the agreed minimum spend. If the cancellation is within 24 hours of the event, there is a cancellation fee of 50% of the agreed minimum spend.

RESPONSIBLE SERVICE OF ALCOHOL (RSA): The Valley Cellardoor practices the Responsible Service of Alcohol (RSA). All staff have the right to refuse service of alcohol to any persons they believe to be intoxicated.

DAMAGE: The event organiser is responsible for any damage caused by any guests attending the event and repair costs will be deducted from the credit card supplied on these terms and conditions.



Function booking form

Name:

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Address:

.....

City:

State:

Postcode:

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Mobile Number:

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Courtyard (pergola only):

Courtyard:

Kitchen room:

.....

Function date:

Start time:

Finish time:

.....

Occasion (e.g. 40th Birthday):

.....

Number of guests (approx.):

.....

Credit Card Details

VISA:

MASTERCARD:

AMEX:

.....

Name on card:

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Card no:

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Expiry:

CCV:

.....

By signing this function booking form I consent to the terms and conditions of booking an event at The Valley Cellardoor and to the credit card being charged for any applicable cancellation fees, minimum spend or damage costs out lined in the terms and conditions.

Name:

Signed:

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Date:

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