

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

**BOND:** The Valley Cellardoor charges a \$100 bond 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

**FUNCTION AREAS**

	Beer garden	Beer garden + Red room	Wine room	Wine room + front
<b>Minimum spend</b>	upto 50 guests	upto 75 guests	upto 35 guests	upto 60 guests
Monday to Thursday:	\$750	\$1200	\$600	\$1000
Friday:	\$1600	\$2000	\$1200	\$1600
Saturday (12pm-5pm):	\$800	\$1000	\$600	\$1000
Saturday (6pm-11pm)	\$1600	\$2000	\$1200	\$1600
Sunday:	\$1200	\$1600	\$800	\$1300

**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.

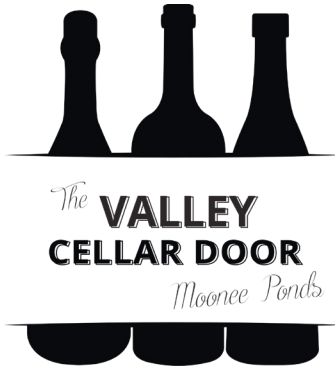
**SECURING THE BOOKING:** We require that the form at the end of these terms and conditions be fully completed with a valid credit card and signature and the deposit and 50% of the minimum spend to be paid.

**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.

**BYO FOOD:** If you are bringing your own food onto the premises, you must supply your own plates, platters, cutlery, serviettes etc. We only have a small kitchen and don't have room to store or reheat food (we can store a small cake in the fridge).



## Function booking form

Name: .....

Address: .....

City: ..... State: .....

Postcode: .....

Mobile Number: .....

Beer garden:  Beer garden + red room:  Wine room:  Wine room + front:

Function date: ..... Start time: ..... Finish time: .....

Occasion (e.g. 40th Birthday): ..... Number of guests (approx.): .....

### Credit Card Details

VISA:  MASTERCARD:  AMEX:  UNION PAY:

Name on card: .....

Card no:

Expiry:  /  CCV:

Signature: .....

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: ..... Date: .....

Signed: .....