

Function Booking - Terms & Conditions

Confirmation of Booking

Tentative bookings will be held for a period of 14 days, after which time if written confirmation and room hire deposit have not been received the booking date will automatically be released. We require a room hire deposit of \$500 for Saturday nights in peak season (October – April), any other day is \$250. Your room hire gives you exclusive use of our Conservatory Garden for a 6 hour period, with the function to end no later than 12:00am. There is a minimum of 40 people required to hire the Conservatory Garden. We may move your function to Port 53 Restaurant if you do not meet the minimum guest numbers.

Public Holidays

Functions held on Public Holidays will incur a \$1000 surcharge, or 25% of all food and beverage costs, whichever is the lesser amount.

Confirmation of Final Numbers

Final numbers for all functions are required 7 days prior to the function date, along with any floorplans/guest seating arrangements. Once final numbers are received no alterations to the invoice will be made, so please allow for extra guests if you are unsure of their attendance. There is a minimum of 40 guests to hire the Conservatory Garden. If your numbers are below this amount we may move your function in to our restaurant, Port 53.

Cancellations

Cancellations must be in writing and the booking fee (room hire) will be forfeited. A change or postponement of the function will be considered a cancellation and the above changes will apply, unless otherwise agreed upon with management.

Payment

All invoices must be paid in full directly in to our account, with cash or card, 7 days prior to the function unless otherwise specified. Credit card payments will incur a 2% surcharge.

Food & Beverages

Final menu & beverage selections are required 14 days prior to the function date. Please advise of any known allergies for guests at this time along with allergy details and associated guest names. Specific meals required are at the chef's discretion.

Radcliffe's can arrange a prepaid drinks package to suit your function requirements. Alternatively we can arrange a beverage tab on a consumption basis, to be either pre-paid or paid upon the completion of the function. Any additional beverages consumed outside the agreed amounts are also to be paid upon conclusion of the function. Credit card details must be supplied prior to function if running a tab and Radcliffe's reserves the right to charge the full amount to the supplied card unless other payment arrangements have been made.

Decorations, Equipment, Entertainment and Suppliers

To create a beautiful setting for your special event, Radcliffe's has a large range of centrepieces, chair covers, chair sashes and decorations available for hire. Please ask our functions coordinator for a full list of what is available. We can also provide you with details for our preferred suppliers for your entertainment and other special requirements.

Access to Venue

Access will vary depending on other bookings, and we aim to provide access to you a minimum of 2 hours prior to the start of your function. This includes any DJs, musicians, event organisers or other suppliers. If you require access before this time please speak to our function coordinator.

Children

Children attending must be fully supervised by an adult at all times. As part of Radcliffe's house policy, all minors under the age of 18 are not permitted to consume alcohol on the premises. Children's meals can be provided for children under the age of 12 for \$10.00 per child

Service meals

Any entertainment/photographers employed for your function can be provided with a main meal for \$25.50 per person. Please advise of any service meals required with your final numbers 7 days prior to the function.

Fixtures

To protect our vines, Radcliffe's DOES NOT allow anything to be hung from the main roof beams in our Conservatory Garden, unless otherwise agreed upon with management. You may use the arbours on the sides of the room to hang decorations, if approved by Radcliffe's staff.

Supply of Alcohol and Licensing

Radcliffes reserves the right to refuse the supply of alcoholic beverages to any guest attending the function if considered underage, intoxicated, or behaving in an offensive manner. In accordance to our liquor licensing the bar will close at 11.30pm Monday – Saturday and 11pm on Sundays.

Responsibility

The client is financially responsible for any damages that are sustained to the venue which are caused by the client or any other persons attending the function. Cleaning is included in your room hire cost, however additional charges may apply if the function has created additional cleaning required outside the usual cleaning obligations. Radcliffe's does not accept responsibility for the damage or loss of goods, equipment or other personal articles left on the premises before, during or after the function.

Inclusions

The following items are standard inclusions with function bookings:

- All wait, bar and kitchen staff
- Setting of tables with crockery, cutlery, linen napkins and glassware
- Exclusive use of Conservatory Garden for a 6 hour period, with the event to conclude no later than 12:00am
- Personal meetings with our function coordinator leading up to the event
- Lectern if required, and wireless microphone
- Private bar with Radcliffe's staff to serve drinks
- Designated dance floor
- Tea and coffee station
- Table menus upon request (3 per table)
- Tea light candles
- Floor and table plans upon request
- Cleaning of the Conservatory Garden before and after event

CONFIRMATION OF BOOKING

To be returned with your booking fee of \$500 (Saturday) or \$250 (any other day)

Company name (if applicable): _____

Contact Name: _____

Contact number: _____ Email: _____

Address: _____

Function Date: _____ Function start time: _____

Approx. guest attending: _____ Menu: _____ Drinks: Package Tab Cash

CREDIT CARD INFORMATION (required if a bar tab is to be settled after the function)

Credit Card Type: MasterCard Visa

Number: _____

Expiration Month: ____ Expiration Year: _____

Cardholder Signature X _____ Date ____/____/____

Security Code: _____

In signing and completing this form, I agree that I have read and understand the terms and conditions to booking our function at Radcliffe's and confirm the above information is true and correct.

Signature/s: _____ Print: _____

Date: ____/____/____

EFT BANKING DETAILS		
Name: Radcliffes Echuca	BSB: 013 671	ACCOUNT NUMBER: 289625836
Reference: Please use your surname as a reference		

Please don't hesitate to contact us at info@radcliffes.com.au if you have any further questions.