



Payment

All details agreed in the Event Order, including all food and beverages, will be payable.

All confirmed items must be paid for 14 days prior to the event. If payment does not reach our account in advance of the day of the event, your event may be cancelled at the Director's discretion. The remaining account, for any additional costs must be paid in full on the day or if agreed in advance will be invoiced within seven days after the event.

If payment has not been received within seven days after the event, a 10% late payment fee will be added to the total.

Deposit Payments

The following deposit payments apply unless otherwise agreed with the venue:

An initial 25% is required to confirm and secure your booking

Final 75% required at least 14 days prior to the event

Full prepayment is required prior to the event covering 100% of the pre booked food and beverage.

Cancellation Fee

Should you require to cancel your booking, a provisional estimate of the pre booked food and drink as well as any other services agreed, will be liable to a cancellation fee.

This is a provisional estimate of food and beverage,

21 to 30 days prior to arrival 50% cancellation fee applies

14 to 20 days prior to arrival 75% cancellation fee applies

0 to 13 days prior to arrival 100% cancellation fee applies

Discretionary gratuity

A 10% discretionary gratuity will be added to parties of 10 or more.

Name

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Date

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Signature

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