



GROUP BOOKINGS AGREEMENT

Thank you for booking your upcoming event with us! We look forward to hosting you and your guests. In order to make your experience as streamlined as possible, the terms and conditions of your booking are set out below.

Please complete the bottom section of these Terms and Conditions, and return within seven days of receipt of this letter (or no later than 48 hours prior to your reservation date, if applicable) to confirm the booking.

See you soon!

The Old Wharf Team.

Until a signed copy of these terms and conditions and an initial deposit or credit card details are received, Old Wharf Restaurant makes no guarantee of availability of any facilities or services. Failure to return these Terms and Conditions, credit card details and/or the initial deposit (if applicable) may cause Old Wharf Restaurant to release the reservation and offer the space to other guests.

1. GROUP BOOKINGS

All Old Wharf Restaurant venue group bookings of more than 10 guests are subject to the terms and conditions set out below and may only be varied in writing, and signed by the Old Wharf Restaurant Reservations Manager, or other assigned member of Old Wharf Restaurant leadership team.

2. PAYMENT PROCEDURES

Old Wharf Restaurant will notify The Client of the deposit/s or credit card authorisation required and the date of payment/s.

- a. A credit card authorisation is required for all bookings of more than 10 guests
- b. For bookings of more than **30 guests**, a 50% deposit is required at the time of booking
- c. For all bookings of more than **20 guests**, final numbers and dietaries are required no later than 48 hours prior to your event commencement time.

3. CANCELLATION POLICY

In the event of cancellation of all or part of an exclusive part- or whole-use venue booking, Old Wharf Restaurant will access a cancellation fee based upon the following scale:

- Cancellations more than 2 weeks prior to the booking date will not incur any penalty. A full refund of any deposit paid will be provided.
- Cancellations less than 2 weeks prior to the booking date will result in the deposit or part of the deposit (at Old Wharf Restaurant's discretion) being retained.
- Cancellations less than 48 hours prior to the booking date will result in the deposit or part of the deposit (at Old Wharf Restaurant's discretion) being retained, and the remainder of the minimum spend requirement (if applicable) being charged to the authorised credit card.

4. ACCESS AND VACATE TIMES

The venue access and vacate times quoted for each booking must be strictly adhered to on all occasions. It must be noted that the vacate time is when all guests and equipment are no longer in the venue, unless by agreement with the venue leadership team.

5. GUEST NUMBERS

Old Wharf Restaurant requires an estimate of the final number expected to attend any reservation at the time of placing the reservations. Any changes to the agreed guest numbers must be communicated to the venue at least 48 hours prior to the reservation date. Our venues operate under current COVID restrictions. We retain the right to refuse entry if more than the final number of guests are present at your event.

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6. MENUS AND DRINKS LISTS

Where applicable, the menu style and beverage options are to be finalised a minimum of 48 hours prior to the reservation date, and are subject to these terms and conditions. While every attempt will be made to comply with the request of The Client, Old Wharf Restaurant reserves the right to substitute alternative food and beverage items if the items ordered cannot be obtained. Where practical, Old Wharf Restaurant will discuss any changes with The Client.

7. ORDERLY CONDUCT

The Client shall be responsible for the orderly conduct of the reservation and shall ensure that nothing shall be done which will constitute a breach of the laws or in any way cause nuisance to Hotel residents or be an infringement of, or occasion to render possible, a forfeiture or endorsement for the licences for the sale of wine, beers, spirits or for music and dancing. Old Wharf Restaurant and its management will decline to render or continue service to any guest whose behaviour may be considered to be impaired or noncompliant with Responsible Service of Alcohol laws, including refusing service to the entire party where any one member of the party presents as intoxicated on arrival or otherwise. Old Wharf Restaurant reserves the right to exclude or eject any or all objectionable persons from the premises without liability. No food, wine, beer or spirits may be brought into Old Wharf Restaurant by The Client or their sub-contractors of guests for consumption on the premises.

These terms and conditions may be terminated for any one or more of such reasons by written notice from one party to another. In no event shall Old Wharf Restaurant be liable for consequential damages of any nature for any reason whatsoever.

ACCEPTANCE OF TERMS AND CONDITIONS

Correspondence between Old Wharf Restaurant and The Client and/or the signing of these terms and conditions by The Client shall be taken as confirmation of The Client's agreement with and acceptance of these terms and conditions.

SECTION FOR COMPLETION BY THE CLIENT

COMPANY NAME (if applicable)

EVENT/BOOKING NAME EVENT DATE

CLIENT SIGNATURE DATE

FULL NAME (please print)

FULL NAME OF PERSON RESPONSIBLE FOR PAYMENT (if not The Client)

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