

# FUNCTION / GROUP BOOKING FORM

## FUNCTION DETAILS

Booking Name: \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Number \_\_\_\_\_

Email \_\_\_\_\_

Date of Function/ Group Booking: \_\_\_\_\_

Type of Function \_\_\_\_\_

Time of Booking \_\_\_\_\_

Total number of guests \_\_\_\_\_

No. of Adults: \_\_\_\_\_ No. of Kids: \_\_\_\_\_

**(FINAL NUMBERS MUST BE CONFIRMED 48 HRS PRIOR)**

Menu Selection: \$ \_\_\_\_\_

Menu extras \_\_\_\_\_

Drinks \_\_\_\_\_

Minimum Spend (if Applicable) for Exclusive Use: \_\_\_\_\_

**NOTE:**  
A deposit of \$20.00pp min is required to secure all bookings for functions & group bookings.

I have read and agree to all terms and conditions.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## DEPOSIT REMITTANCE DETAILS

Cash

Amount \$ \_\_\_\_\_

Cheque

Amount \$ \_\_\_\_\_

Cheque Number \_\_\_\_\_

Electronic funds transfer

Amount \$ \_\_\_\_\_

EFT reference \_\_\_\_\_

Account name **Cocomil Pty Ltd**

BSB **032 184** Account Number **181921**

**NOTE: Please ensure you reference direct credit payments with the name your bookings will be made in and email a receipt of payment to your Event Manager**

Credit Card Payment

**(All credit cards incur 1.5% surcharge)**

Amount \$ \_\_\_\_\_

Card type    MasterCard    Visa    Amex    Diners

Card # \_\_\_\_\_

Name on Card \_\_\_\_\_

Expiry date \_\_\_\_\_

Signature \_\_\_\_\_

## Office use only

Progress Payment \_\_\_\_\_

Due date \_\_\_\_\_

Final progress payment \_\_\_\_\_

Due date \_\_\_\_\_

## Terms and conditions

### Bookings

To make a booking for the event center, the correct deposit must be paid to Cocomil Pty Ltd trading as Oliveto Ristorante & Bar at time of booking with a completed and signed Event Booking Form

### Cackage

A fee of \$3.50 pp is applicable when providing your own cake. Your cake will be served as a dessert with house made gelato.

Our pastry chef can design cakes to your choice. This is charged at \$10.50 per person, or you are able to supply your own cake.

Cake fee waived when your menu includes a dessert option.

### Cancellations

To make a booking for the event center, the correct deposit must be paid to Cocomil Pty Ltd trading as Oliveto Ristorante & Bar at time of booking with a completed and signed Event Booking Form