

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 _____

All group bookings will incur a 10% service fee surcharge, this will be added to your final bill on the day

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 & CONDITIONS

Bookings

To make a booking, the correct deposit must be paid to Oliveto Ristorante & Bar, at time of booking with a completed and signed Function Group Booking Form.

Tentative reservations will only be held for 7 days. Oliveto has the right to cancel your reservation should this signed terms & conditions page not be received in this time. All changes can only be done directly with the Function Coordinator between the hours of 9AM-6PM Monday to Friday.

Deposits

\$20.00 per person (including children) is required to be paid as deposit upon booking your function date, this deposit is deducted from your final bill on the day.

Payment

The outstanding balance of your function is to be settled on the day of your function, Oliveto does not offer account facilities.

Final Numbers: Guaranteed numbers are required 48 hours prior to your function. Charges will apply to the guaranteed minimum number, or the final head count, whichever is greater.

Cancellations

A deposit is required to secure your booking, this deposit is non-refundable.

- Postponing or transferring an event date with more than 12 weeks' notice will not incur additional costs, and all monies paid will be transferred to your new date.
- Any cancellation under 12 weeks of the event, forfeit 100% of all monies paid.

COVID-19 Clause - Should any government restrictions be enforced that limit, restrict or require you to cancel your event, or in the event of a lockdown at our venue your function will be transferred, without penalties, to the next available date of your choice. Otherwise, the paid event funds will be transferred as a credit towards a future event.

Cleared Funds

Bank cheque or personal cheque payable to Cocomil Pty Ltd, will be accepted as payment for events where the funds are cleared 10 days prior to the date of the event.

Credit Card Surcharge

Please note all credit cards incur 1.5% surcharge

A 10% service surcharge will be charged on all group reservations. This will be added to the final bill on the day.

Delivery & Collection of Goods

Oliveto ristorante will only accept delivery of goods on the day of the function unless prior arrangements have been made.

Decorations

We are happy to accept prior delivery & placement of your items for your function such as place cards, flowers & bomboniere. Anything else is the responsibility of the host to ensure they are placed for the start of the function. Items left must be collected at the conclusion of the event. Oliveto will not accept responsibility for items remaining on the premises. No decorations will be accepted that can be deemed offensive by other diners.

Hours

Standard duration for functions is 4 hours for lunch & 5 hours for an evening function. If your booking is at lunch all guests must be vacated by 4.30PM. All dinner functions must conclude by 11.30PM unless prior arrangements have been made with the functions manager.

Damages

The client is financially liable for any damage to the restaurant property, fixtures or fittings whether sustained by their actions or through the action of their guests. Nothing is to be nailed, screwed to the walls, doors or other surfaces which are part of the restaurant.

Responsible Service of Alcohol

Oliveto is committed to the responsible service of alcohol, intoxicated guests will not be served. It is a requirement of the law that intoxicated persons are removed from the premises.

Public holiday surcharge

An additional 10% per person surcharge is applicable for all days gazetted by the Government as a public holiday.

Insurance & Public Liability

Oliveto Ristorante & Bar accepts no responsibility for damage or loss of merchandise, equipment or personal articles left in the restaurant prior to, during or after a function.