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## ADELONG'S COAT OF ARMS KAFFEEHAUS RESTAURANT TERMS & CONDITIONS

***YOU WILL BE CHARGED IN FULL FOR THE FOOD COMPONENT AS PER THE NUMBERS FINALISED 7 DAYS PRIOR***

### **Function Reservations**

Bookings will only be held as tentative for 7 days. If it is not confirmed by way of deposit within 7 days, the reservation will automatically be cancelled

### **Deposit**

A deposit is required to confirm any booking. The deposit amount is 20% of the minimum spend stipulated on your chosen package. The deposit can be paid by supplying a credit card number, cheque or via EFT.

### **Final Payment**

Final payment must be received 7 days prior to the function. The final payment can be paid by supplying a credit card number, cheque or via EFT. A credit card name, number and expiry date are to be provided and held as security until debts are paid in full for any items charged on consumption or in addition.

### **Guarantee of payment**

The contract signatory is personally liable to pay all monies in full to Beaufort House. Where the invoice has been addressed to another person, company or entity, personal liability remains the responsibility of the contract signatory.

### **Exclusive use of Restaurant**

Adelong's Coat of Arms Kaffeehaus Restaurant is available to private functions for exclusive use on Friday, Saturday and Sunday, only on reservation and payment (as per terms) for a minimum of 40 patrons and a minimum of 30 patrons from Wednesday and Thursday. All billing will be based on this figure whether or not full attendance is received.

### **Cancellation**

In the event of a cancellation, the following terms will apply:

- Adelong's Coat of Arms Kaffeehaus Restaurant/Beaufort House requires written notice of any cancellation or postponement
- Weddings in 180 days or more: the deposit will be refunded in full, less a fee of \$ 100 for processing
- Weddings within 180 days will forfeit 100% of the deposit paid
- Weddings or Functions within 7-14 days will be required to pay 50% of the function value total as per the quoted amount
- Weddings or Functions within 6 or less days will be required to pay 100% of the function value as per the quoted amount

**Postponement**

Unless prior arrangement is made with Adelong's Coat of Arms Kaffeehaus Restaurant/Beaufort House, the cancellation terms and conditions apply to any postponed weddings & functions. Functions may only be postponed once.

**Balance of payment**

Payment is to be made on completion of the function. Visa, Mastercard, Diners, Amex and cash are accepted. A credit card name, number and expiry date are to be provided and held as security until all debt is paid in full.

**Final attendance**

We require that final numbers be confirmed 7 days prior to the function at the same time as final payment. This will be the minimum number of guests you will be charged for. ( Refer to the Exclusive use of Restaurant terms for minimum numbers should the venue be booked on this basis.) Any further increases may necessitate some menu variation. All billing will be based on this figure whether or not full attendance is received.

**Music or Entertainment**

The music in Adelong's Coat of Arms Kaffeehaus Restaurant is relaxed lounge music. All music or entertainment must be pre-approved by Adelong's Coat of Arms Kaffeehaus Restaurant. Adelong's Coat of Arms Kaffeehaus Restaurant reserves the right to reduce volume of music/entertainment and limit timing/sessions/sets of music or entertainment in keeping in line with venue and residential requirements.

**Beverages**

Management reserves the right to substitute food and beverage of similar quality without notice due to, but not limited to, supplier shortages or seasonal change; therefore menu may be subject to alterations. All beverages are supplied by Adelong's Coat of Arms Kaffeehaus Restaurant due to Adelong's Coat of Arms Kaffeehaus Restaurant being fully licensed. Management reserved the right to refuse service of any alcohol not purchased on premises. Adelong's Coat of Arms Kaffeehaus Restaurant reserves the right to refuse the supply of alcohol to patrons who appear to be intoxicated. Adelong's Coat of Arms Kaffeehaus Restaurant reserves the right to ask intoxicated or disorderly patrons to leave the premises at any time. Adelong's Coat of Arms Kaffeehaus Restaurant reserves the right to request proof of identification before serving alcoholic beverages to Adelong's Coat of Arms Kaffeehaus Restaurant guests.

**Responsibility**

1. Adelong's Coat of Arms Kaffeehaus Restaurant / Beaufort House does not accept responsibility for the loss or damage to client's/patron's property, including hired equipment left prior, during or after a function.
2. The signatory/ies is/are financially responsible for any damages to Adelong's Coat of Arms Kaffeehaus Restaurant / Beaufort House property and hired equipment brought in by clients, guests or outside contractors prior to, during or after a function.
3. Adelong's Coat of Arms Kaffeehaus Restaurant / Beaufort House prohibits the use of blu-tack, tape or drawing pins on walls, windows etc.
4. Adelong's Coat of Arms Kaffeehaus Restaurant / Beaufort House has the right to request a refundable security deposit from the client. Adelong's Coat of Arms Kaffeehaus Restaurant Beaufort House has the further right to refuse the full refund of the security deposit if repairs are required to Adelong's Coat of Arms Kaffeehaus Restaurant / Beaufort House property damaged prior to, during or after the function.

**Prices**

All prices are current and subject to change without notice. Prices are inclusive of GST.

**Menu and Dietary Requirements**

Adelong's Coat of Arms Kaffeehaus Restaurant will endeavor to accommodate any special dietary requirements; please inform the Function Coordinator when making your reservation. Management reserves the right to substitute food and beverage of similar quality without notice due to, but not limited to, supplier shortages or seasonal change; therefore menu may be subject to alterations.

**HOURS OF OPERATION**

Lunch trading hours	midday - 4.00pm
Dinner trading hours	7pm - 10.30pm

I have read and agree to the booking terms: \_\_\_\_\_ date: \_\_\_\_\_  
 Booking date: \_\_\_\_\_ Deposit paid: \_\_\_\_\_