

## **Function Times / Payment & Confirmation (terms & conditions)**

To ensure that your function is not rushed, our meetings & function packages allow generous times to fully meet your requirements

Breakfast - 2 hours

Lunch - 3 hours

Dinner - 4 hours

Cocktail Function - 2 hours

Wedding - 5 hours

Should you choose to extend the time of your function, an extra fee will apply.

Once you have selected the food & beverages for your function we will provide you with a written quotation. This will confirm all details & requests as well as the cost of the event.

To confirm arrangements we ask that you provide a 25% deposit on booking your event, & full payment the day before the function.

Cancellations can be made up to thirty days prior to the event. The deposit will not be refunded if cancellation occurs within 30 days of the function.

Payment by Credit card will incur the transaction fee that the firm charges us, therefore cheque, direct debit or cash payments are preferred and will incur no transaction fee.

Damage & loss of any hire equipment will be charged to the client.

Approximate numbers are required 7 days prior to your function.

Confirmed numbers are required at a minimum of 48hrs prior to the event. Numbers confirmed will be charged for.

Timing & duration is the organiser's responsibility, labour will be charged for if event runs over time, as well as any other costs associated.