

LA PROVENCE TERMS & CONDITIONS

EFFECTIVE FROM SEPTEMBER 2017

1. BOOKING CONFIRMATION

To secure a booking we require a signed copy of this 'The Fine Print', along with a \$300 non refundable deposit. Tentative bookings not confirmed within two (2) weeks will automatically be made available to other clients. The method we prefer for securing bookings is to debit a credit card.

2. ROOM AVAILABILITY

Evening functions are based on an 11:30pm licence curfew with last drinks served at 11.30pm to allow 30 minutes to vacate the premises. Daytime functions are based on last drinks at 4.30pm for 5pm vacation of premises. Should your guests stay on after the agreed time a surcharge of \$300 per hour or part thereof will apply. If you wish to have an evening function with a ceremony earlier than 6.30pm both day and evening minimum spends will need to be paid. Restaurant Sole Use: A minimum amount of \$7000 applies for Friday, Saturday, Sunday or public holiday daytime functions which constitute exclusive use. A minimum amount of \$4000 applies for weekday functions which constitute exclusive use. A minimum amount of \$4500 applies for weekday evening functions which constitute exclusive use. A minimum amount of \$7500 applies for all Friday, Saturday, Sunday evening or public holiday functions which constitute exclusive use.

3. PAYMENT METHODS

La Provence accepts payment by cash, credit card or bank transfer to the following details;

Name of bank: NAB

BSB: 085938

Account Number: 371204758

4. FINAL EVENT DETAIL CONFIRMATION

Final menu, beverage selection and dietary requirements to be confirmed at least 14 days prior to function date. We are able to provide for most dietary requirements, however not food preferences. Room setup, table allocations and running sheet outlining timing of event proceedings to be provided 7 days prior to function date.

5. CANCELLATIONS

In the event that a confirmed booking is cancelled within four (4) weeks a 10 % service fee will be charged. For cancellations after this time, a \$1200 cancellation fee will be charged. Final confirmation of numbers is required five (5) working days prior to the event. After that time any cancellations will still need to be paid for. The ability to increase numbers after that date will depend on availability of space and food preparation. An increase in numbers will have to be paid for accordingly.

6. SETTLEMENT OF ACCOUNT

Payment in full is required 10 days prior to the function. Any extra charges incurred on event day ie; bar tabs, additional guests etc, must be settled at the end of a function by cash or credit card. La Provence reserves the right to use previously supplied credit card details for full payment of any amounts left unpaid if accounts are left unsettled on event day.

7. SUPPLY OF FOOD & BEVERAGES

La Provence will be responsible for providing all food and beverages on its premises. No food or beverage is permitted to be brought onto the premises without prior agreement. La Provence can provide celebration cakes. If bringing in a celebration cake a fee of \$5 per person will apply for it to be cut and plated for guests.

8. EQUIPMENT DELIVERY & ROOM SETUP

La Provence provides square tables, chairs, microphone for speeches, background music, black or white linen tablecloths, glassware and cutlery. If you require additional furniture we can arrange for you at an extra cost. If arranging other items yourself please note; deliveries should be made no sooner than one day prior to function date and be collected no later than one day after the function. All deliveries must be arranged with La Provence for a suitable time and be clearly marked who they are for.

9. EXCESSIVE CLEANING/DAMAGES

The hirer will be charged for any breakages, damage or loss to furniture, glasses and cutlery. General cleaning is included in the cost of the function. If cleaning requirements after your function are deemed excessive, additional cleaning charges will apply.

10. ACCESS TO VENUE

Access to La Provence prior to function for decorating can be arranged within certain hours. Please discuss with your coordinator.

I (insert name) _____ have read and agree to the terms and conditions as outlined in this document.

Signed: _____ Date: _____