

Function Form

Function Date: _____

Function Time: _____ - _____

Name:

Company/ Organisation (if applicable)

Address

City/ State/ Postcode

Mobile Number

Email

Alternative
Phone No

Licence No

Licence Exp

Function Type

No. People

Function Details

Function Form

TERMS & CONDITIONS

A Payment of 50% (of the minimum spend) is required at the time of booking to secure the date, with the balance amount paid at least 2 business days prior to the event date.

Any cancellation of the event prior to 30 days before the event will incur a \$200 cancellation fee, which will be deducted from the refund. Any cancellation within 30 days of the event will incur a \$500 cancellation fee which, will be deducted from the refund. Any cancellation of the event within 7 days of the event date will incur a cancellation fee equal to 100% of the deposit paid. A credit card is required at the commencement of the event to ensure that any additional spend (such as extra spend over the bar) is settled at the end of the event.

In the event of additional funds required on the evening specifically (over the bar) will be paid in increments of \$100 or greater. If charges are less than the amount paid a refund will be issued at the conclusion of the event.

Due to our liquor licence we are unable to serve double pours or shots during a function, we have no exceptions to this at any time or under any circumstances.

A bond of \$500 is required prior to the start of the event. This will be refunded to you the first business day after the function, assuming no significant damage (that requires repair or replacement) or extra ordinary cleaning is required. This includes any significant breakages (such as wilful damage or accidental damage), or additional cleaning (such as bathrooms / toilets / confetti / decorations etc).

All payments can be made either by way of bank transfer, credit card or cash.

Be sure to read the terms and conditions before signing this document.

Signature _____ Date _____

TRANSFER DETAILS:

Please inform us of a transfer with a screenshot sent to functions@arcobar.com.au or a phone call to 95511424

(in the reference please include name and date of function)

BSB: 083 337

ACCOUNT NUMBER: 14703 2496

FOR OFFICE USE

50% Deposit Paid

Paid Full

Any extra costs