



BOOKING AGREEMENT

FUNCTION DATE: _____ FUNCTION TYPE: _____
START TIME: _____ FINISH TIME: _____
APPROXIMATE NUMBER OF GUESTS: _____
FIRST NAME: _____ SURNAME: _____
COMPANY NAME (if applicable): _____
STREET ADDRESS: _____
SUBURB: _____ STATE: _____ POSTCODE: _____
CONTACT NUMBER: _____ EMAIL: _____

FOOD REQUIREMENTS

SEATED: 2 courses 3 courses
COCKTAIL: Number of items 7 items 9 items 11 items 13 items
CHOICES: _____

OWN CATERER: Company Name: _____

BEVERAGE REQUIREMENTS

DRINKS PACKAGE: 3 hours 4 hours 5 hours PACKAGE TYPE: Standard Premium
BAR TAB: Beer, wine, soft drink only Full Bar GUESTS PURCHASE OWN

PAYMENT DETAILS

A \$500 deposit is required to secure all bookings. Please print, sign and return this booking agreement to :
Sandy by the Bay, PO BOX 16, Sandringham VIC 3191 or info@sandringham.com.au

CARD TYPE	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD
CARDHOLDERS NAME:		
CARD NUMBER:		
EXPIRY DATE:	CCV:	
SIGNATURE:		

BANK TRANSFER (EFT)

BENDIGO BANK Sandringham Football Club
BSB: 633108 ACCOUNT NUMBER: 130265309
REFERENCE: Your full name/Company Name

CHEQUE

All cheques are to be made payable to
Sandringham Football Club

I have read and accept the terms and conditions of this function booking

SIGNED: _____
NAME: _____

TERMS AND CONDITIONS

DEPOSITS/BOOKINGS

A \$500 deposit is required to confirm your booking along with a signed Booking Agreement Form. Your date is not confirmed until deposit is received.

CANCELLATION

Cancellation of an event will result in the forfeit of your deposit, unless a replacement event can be confirmed. If the event date is rebooked, then the deposit will be refunded.

CONFIRMATION AND PAYMENT

Confirmation of final numbers is required 7 days prior to your event. The number of persons confirmed will be the minimum number charged for, regardless of their attendance.

Full payment based on your confirmed guest numbers and package is required 7 days prior to your event.

A pre-authorized credit card is required for all beverage arrangements. Payment can be made by cash, credit card, cheque or bank transfer.

PUBLIC HOLIDAY FUNCTIONS

A surcharge applies to public holidays.

RESPONSIBILITY/BEHAVIOUR

The client is responsible for any costs incurred for damage that is sustained to Sandy by the Bay, which is caused by the client or any guest attending the event. Sandy by the Bay is entitled to debit the clients credit card for the cost of any repair as a result of damage to Sandy by the Bay.

Management reserves the right to refuse entry to Sandy by the Bay and will ask people to leave the premises if an acceptable standard of behaviour is not met.

SERVICE OF ALCOHOL

No person under the age of 18 may consume alcohol on the premises.

Any person considered to be intoxicated will not be served alcohol and may be asked to leave the premises.

CHILDREN

The client is responsible for all persons under the age of 18 years attending the function.

DECORATIONS

Signs, banners, and decorations to the event must be approved by the functions manager. No nails, screws, adhesives or fastenings are to be used without prior approval.

SMOKING POLICY

Smoking is only allowed outside on the balcony. Smoking is not permitted inside the building.

21ST BIRTHDAY FUNCTIONS

A guest list is required and security is **compulsory** for all 21st birthday functions. Security requirements are based on function patronage and will be charged in full accordingly.

OFFICE USE ONLY

Room Hire

Other

Drink Package

Food Package

Security