



BOOKING AGREEMENT

FUNCTION DATE
START TIME
APPROX. ATTENDEES

FUNCTION TYPE
FINISH TIME

FULL NAME
ADDRESS
COMPANY NAME (IF APPLICABLE)
STREET ADDRESS
SUBURB
MOBILE

STATE
EMAIL

POSTCODE

FOOD PACKAGE

SEATED: 2 COURSE
CHOICES:

3 COURSE

COCKTAIL: BASIC
CHOICES:

STANDARD

PREMIUM

CARVERY

HIGH TEA

ADDITIONAL ITEMS?

DRINKS PACKAGE

STANDARD: 3 HR 4 HR 5 HR

PREMIUM: 3 HR 4 HR 5 HR

BAR TAB: FULL BAR BEER, WINE, SOFT DRINK

CASH BAR WELCOME DRINK

PAYMENT DETAILS

A \$600 DEPOSIT IS REQUIRED TO SECURE YOUR BOOKING – PLEASE FILL OUT, SIGN AND EMAIL THIS FORM BACK TO INFO@SANDYBYTHEBAY.COM.AU

CARD NUMBER: EXP: CVV:

CARD HOLDER NAME:

SIGNATURE:

I HAVE READ AND ACCEPT THE TERMS OF THIS BOOKING

SIGNED
NAME

DATE

TERMS AND CONDITIONS

DEPOSITS/BOOKINGS

A \$600 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 5 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	