

ABN 38 035 457 281

EVENT CONFIRMATION FORM

The information provided on this form will not be shared with any individual not directly linked to processing the payment. The Charlie Bar protects all client information with the strictest confidence.

Date: / /

Deposit Amount: _____

EVENT DETAILS

Company Name: _____

Contact Person: _____

Postal Address: _____

_____ Post Code: _____

Telephone: _____ Facsimile: _____

Event Date: _____ Event Time: _____

Please select one of the following options by placing an X in the applicable square, then return to: manlyfunctions@laundy.com.au or mail to **55 North Steyne MANLY NSW 2095**

Credit Application – Invoiced payable in 7 days

Credit Application Completed & Returned

Yes / No

Credit Card – Total Event Costs Charged 7 days Prior to Event: Details

Credit Card Number: _____

Security Code Number: _____

Type of Card: American Express / Mastercard / Visa / Bankcard

Expiry Date: _____

Name of Card Holder: _____

Authorised Signature: _____

Amount: _____

Please photocopy both sides of the credit card and return with this form

Electronic Bank Transfer - Total event to be paid 7 days prior to the event commencing*

*CREDIT CARD ALSO REQUIRED FOR INCIDENTAL CHARGES

Please deposit the nominated amount into our Westpac Account as follows:

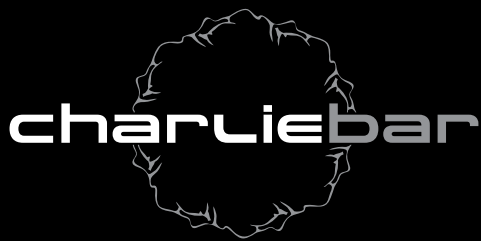
Account Name: **Ratewave T/A Charlie Bar**

Branch: **Westpac - Fairfield NSW**

BSB: **032 072**

Account Number: **294 243**

- Refund Policy: Room deposits will not be refunded less than one month prior to an event.
- There is a 3% surcharge for payments made by AMEX



CONDITIONS OF YOUR FUNCTION

1. Food and Beverage

Food and beverage requirements as per the previous schedule have been tentatively held pending receipt of this signed contract, terms and conditions, method of payment form and the initial security deposit.

2. Room Hire

- a. Room Hire includes use of the agreed upon area within Charlie Bar or Sable.
- b. Any items that have not been collected after the function will be disposed of after fourteen days.
- c. The room hire is the agreed upon amount between the event coordinator and the client. The room hire acts as the deposit and confirmation of the booking. The booking is tentative until this amount is processed.
- d. Events in the back half of the Sable lounge are exclusive until 10:30pm when the main balcony of the Sable closes. After this time, the general public has access to the back half of the floor. The main balcony closes due to council regulations and is not negotiable. Any goods in the function space are therefore the responsibility of the party.

3. Third Party Suppliers

- a. In the event that items for a function are sourced through a third party, the client is liable for any loss or damage to these items.
- b. For any equipment out-sourced that interferes with smoke detectors, OHS standards or fire exits, the client is liable for any fines, costs associated through unauthorized use.

4. Catering Requirements

- a. Final details relating to all venues, beverages, entertainment, technical requirements, room setups, starting and finishing times in connection with your function and the number of persons you expect to attend your function must be supplied to the Hotel at least fourteen (14) days prior to the commencement of the event. We understand that there are sometimes further adjustments required after this date and will work with you to meet with your additional requirements. **However, should catering requirements not be received, Charlie Bar reserves the right to make selections on your behalf.**
- b. Final numbers for catering requirements are required 14 days prior to event. After this time numbers may only increase with approval from Charlie Bar or Sable management.
- c. To comply with HACCP Safety and Hygiene regulations, no food or beverages are to be brought onto the Hotel by the client for consumption.

5. Cancellation Policy

- a. 31 days (or less) prior to function, a cancellation fee equal to 100% of the initial security deposit will apply.

6. Decorations

- a. At no time is anything to be stuck to the surfaces of any area within the hotel, including blu tack, sticky tape etc.
- b. Any damages made to the hotel from use of your event will be paid for by the party which signs these terms and conditions.
- c. The furniture within the hired room is not to be moved. Minimal furniture can be moved before hand by staff if discussed with the event co-ordinator and printed above.

8. Parking

- a. Manly Pacific Novotel carpark is for guests staying overnight in the hotel.
- b. Public car parking is available opposite the hotel on the beach front. Alternatively there is Public parking available in Central Ave carpark.

9. Security Deposit

- a. We require a security deposit of the **room hire** agreed upon between the event co-ordinator and client to secure your function. Your function is held tentatively for 14 days until this confirmation payment is made. Please complete the attached **Payment Details Form** and return by fax/email to your Event Manager.
- b. You must pay the estimated event charge in full prior to the agreed commencement time to your event and pay the difference between the estimated event charge and the actual event charge prior to departure from the Hotel. Any overpayment will be refunded to you.

10. Payment

By Signing these Terms and Conditions you agree to pay for the event in full, no later then the agreed date provided to you on this form. At which if you refuse payment we reserve the rights to seek payment in full from

- a. debt collection agency.



Further Terms and Conditions

- All rates are given in Australian dollars and are inclusive of Goods and Services Tax as defined in A New Tax System (Goods & Services) Tax Act 1999. If any additional or increased taxes or levies are introduced after the date of the Event Order, the Hotel reserves the right to require payment of the relevant additional amount.
- Unless otherwise agreed by the Hotel, your event must finish at the time specified in the Event Order.
- Your event must be conducted in an orderly and lawful manner. The Hotel reserves the right to end your event if the Hotel reasonably believes that your event is not being conducted in an orderly and lawful manner.
- The Hotel has no responsibility to you for any costs, damages or expenses that you may incur in relation to the Hotel's termination of your event.
- The Hotel may remove or deny entry to anybody being disruptive, intoxicated or acting in a disorderly manner. No food or beverages of any kind, other than those provided by the Hotel will be permitted onto the Hotel's property without the consent of the Hotel.
- You are not permitted to exceed any noise levels, which, in the opinion of the Hotel, may disturb other guests of the Hotel or disrupt the normal operations of the Hotel. You must ensure that you and your guests and invitees at your event do not breach any statutes, by-laws, or regulations including the Hotel's liquor license and fire regulations.
- If the Hotel is unable to provide the facilities or any other arrangements for your event or any part of it or cannot otherwise perform the terms of the Event Order due to circumstances beyond the Hotel's control, the Hotel is not responsible for any costs, damages or expenses that you may suffer or incur.
- The Hotel is not responsible for:
 - o The theft, damage or loss of any goods brought into the Hotel; or any introduction of food to the event and the effect of it afterwards.
 - o The car parks around the Hotel. These are public car parks and the Hotel is not responsible for any theft, damage to, or loss of any goods that may occur within the car parks.
- You are responsible for and must indemnify the Hotel for:
 - o loss or damage to the Hotel arising out of your use, or any person attending the event
 - o any additional cleaning requirements which the Hotel considers to be in excess of general cleaning; and claims by any person for loss,
 - o Injury, death or damage of any kind arising from your use, or any persons attending the event and/or room accommodation, which is caused or contributed to by your negligence or that of persons attending the event.
- Unless otherwise agreed, the party which signs these terms and conditions will be the party responsible for payment of the event charge.
- If the event is being booked by an agent on behalf of a third party, the third party must also sign these terms and conditions. Alternatively, the agent must provide to the Hotel written authorisation from the third party which confirms the agent is authorised to sign these terms and conditions; confirms the third party will be liable to the Hotel (in addition to the agent) for payment of the event charge (including any cancellation fees) notwithstanding that they have not personally signed these terms and conditions; and acknowledges that a commission, incentive or fee may be payable or being paid by the Hotel to the agent
- The Management of Charlie bar and Novotel Manly Pacific reserve the right to refuse entry or service to you or your guests on the grounds of intoxication or insufficient identification. If a guest of a pre booked function is intoxicated, management reserve the right to ask the guest to leave the premises. We also reserve the right to close the function early based on the above conditions. If this is the case, all moneys paid will not be refunded.

By Signing these Terms and Conditions you agree to pay for the event in full, no later then the agreed date provided to you on this form. At which if you refuse payment we reserve the rights to seek payment in full from a debt collections agency.

Name:

Position:

Signature:

Company:

Date: