
booking form



booking confirmation form

Contact Name:

Name of Reservation:

Company Name (if applicable):

Phone Number: Mobile:

Email:

Address: Postcode:

Date of Reservation:

Time of Reservation:

Number of Guests:

Area you are booking (if unsure leave blank): Victoria Harbour View Room Fireside room Pod 1 Pod 2
 Car Park West Pod Bistro Conservatory Waterside
 Conservatory Front Bistro Inside

Selected Menu: Christmas Menu \$45.00 \$55.00 \$65.00
 Canapés Bowl items Stations Platters

Bistro Group Menu (select one):

Silver: Shared Starter & Main 3 course

Gold: Entrée & Main Main & Dessert 3 course

Victoria Harbour View Room Menu: 2 course \$55.00 3 course \$65.00 5 course \$75.00

Conference Package

Menu choices:

Selected Beverage Package: Silver Gold Platinum

For 2 hrs 3 Hrs 4 Hrs 5 Hrs (Silver only available for 5hrs)

OR

I would like to set up a bar tab for \$ and would like the following items served:

Any Special Requirements/ Requests:

Allergies/ Dietary Requirements:

Agreed Minimum Spend (if applicable) \$

terms & conditions

By signing this form you agree to all terms and conditions proceeding this page.

If you wish to pay your deposit by card please fill in the details below.

Please ensure you sign the form agreeing to the terms and conditions.

Deposits are generally 25% of your minimum spend or food value. Speak to your event manager if unsure.

PLEASE NOTE ALL AMEX & DINERS ATTRACT A 3% SURCHARGE

Type of Credit Card: VISA MASTERCARD AMEX DINERS

Name on Credit Card:

Credit Card Number:

Expiry Date:

Authorisation Number (CCV):

(Please note this is 4 digits on front for AMEX and last three digits on the back of other cards)

I authorise Woolshed Pub to debit my card details listed above with \$

for payment towards my event.

Name:

Signature:

Date:

By signing you agree to the terms and conditions detailed below.

Please return all completed forms to lcleal@woolshedpub.com or via post to Att: Lee Cleal Group Sales & Events Manager
Central Pier, Shed 9, 161 Harbour Esplanade, Docklands 3008

All cheques should be made payable to: Woolshed Pub @ Central Pier

For EFT payments please send payments to:

Account Name: Woolshed Pub @ Central Pier P/L

BSB Code: 013442

Account Number: 835482562

Please ensure if paying by EFT that a remittance advice is sent to lcleal@woolshedpub.com

Payments can also be made in person paying in cash, EFTPOS, credit or cheque Monday to Friday 10am - 6pm

terms & conditions

Please note that lunches and dinners will be booked in the Bistro, if you're wanting a private room, please advise your event manager, please note that minimum spends will apply. If you're having a canapé/cocktail style function we have a number of private areas called "pods" or private rooms, again minimum spends will apply.

//Deposits / Payments / Cancellations

In order to confirm your booking we require a 25% deposit of the total food amount/or minimum spend for a cocktail event; speak to your event manager if you need guidance with your deposit payments. We are very flexible with payments and can tailor a payment plan to suit your budget.

The Woolshed Pub may, at its absolute discretion, agree in respect of small events only to take credit card number as security. In these circumstances, payment of a forfeited holding deposit shall only be taken in the event that the function does not proceed ('no show') in accordance with the confirmed details (time and numbers of guests & menu selection).

Once your deposit has been received and processed we will confirm your reservation and send you a copy of the receipt for your records. Please note that we need BOTH booking form & deposit to confirm your reservation. Please note that the above is our general deposit terms but this may be amended and a different amount agreed with your event manager.

Final menu selection and final numbers must be received by no later than 5 working days prior to your event before close of business at 5pm. Should your event fall on a weekend this is due the Friday one week prior to your event date.

Please note that after your numbers are confirmed cancellations will not be accepted in the last 5 working days. Last minute increases will incur a 25% surcharge if the increase is possible.

It's important that your final numbers are correct as this will be the amount you will be charged for your booking, regardless of the numbers that arrive on the day. No shows will forfeit their monies paid.

Please note that Final Payments are due 48 hours prior to your event date unless agreed prior with your event manager. If you wish to be invoiced post event a 3% invoicing fee will apply on the full total of your event and is subject to credit approval by Woolshed Pub @ Central Pier. Please speak with your event manager for further information. Payment terms are strictly 7 days.

Any cancellations made after your deposit is paid will forfeit 50% of the deposit paid. Cancellations made within 60 days of event will forfeit 75% of the deposit paid, events cancelled within 30 days of the event date will forfeit 100% of the deposit paid.

Any refunds owing will be refunded back onto the original payment method or as a credit to the bill on the day of the event, if your function is proceeding.

As the organiser you will be responsible for your party, any breakages or damage to the venue will be charged back to the client.

Please note your booking time, your table has a grace period of 20 mins, if running late please call the venue directly on 03 8623 9644. No guarantees can be made for late arrivals.

//Minimum Spends

An agreed minimum spend may apply to events held at the Woolshed Pub. Event management staff will inform you of any applicable agreed minimum spends to your event either at the enquiry or booking process. Any specified agreed minimum spend will apply only to food and beverage and shall not apply to other additional or miscellaneous items arranged by the Woolshed Pub (such as Audio Visual, Marquee Hire, Dj's etc). Additional fees and charges shall apply to these items and shall be charged separately from and in addition to any agreed minimum spend.

//Security

The Woolshed Pub take the service of alcohol very seriously with all bar and floor staff undergoing strict training for RSA certification. Any patron who is deemed to be intoxicated by Woolshed Pub staff will not be served and may be asked to vacate the premises. Patrons who arrive at the venue intoxicated may be declined entry. The Woolshed Pub will not be held liable for any issues this may cause.

Woolshed Pub will provide the 1st security guard as a part of your event package; all events require one guard per 100 guests or part thereof dependant on the type of event you are holding.

//Children & minors under 18 years old:

Please note that minors and children under 18 years of age are welcome in the private function rooms and bistro until 11pm. Children are welcome in the Pods and the main bar area until 9pm.