

Booking Details

Name of person making booking _____

Booking Name _____

Booking Date _____

Booking Time _____

Phone _____

Email _____

Number of Guests

Adults _____

Children _____

Event Timings

Guests to arrive and be seated _____

Beverages to commence _____

Entrées to be served _____

Mains to be served _____

Coffee and tea or to be taken _____

Dessert to be served _____

Event and beverages to conclude _____

Beverages

Service Style

Cash Bar

Beverages on Consumption

Bar Tab

Beverages Selection

Please select 1 sparkling, 2 whites, 2 reds, 1 rose, and any beers or spirits you would like to be available from our Bistro Manly beverage list.

Your appointed Event Planner to provide menu.

Menu Selection

Table Banquet - \$96 per person (Minimum of 15 guests required)

Two entrées

Two mains

Two sides

Dietary Requirements

Please ensure all dietary requirements are provided no later than 7 days prior to your event, by completing the details on the following page.

Please note late submission fees will apply.

Dietary Requirements	Number of Each Dietary	Name of Guest
Gluten Free		
Coeliac		
Vegetarian		
Vegan		
Dairy Free		
Lactose Free		
Halal		
Pescatarian		
Allergies *Please specify details		
Other *Please specify details		

Booking & Confirmation

Set Menu's are a requirement for bookings of 15 people or more. When booking a set menu a booking form is to be completed and signed, credit card details to be filled out with our terms agreed to. The booking is not completed until each of these items are received and we will contact you via email or phone to acknowledge receipt. Please email tara.blinkhorne@accor.com to confirm your booking.

Payment

In addition to the completed booking form, Bistro Manly requires a 20% deposit of the total agreed revenue to be taken to confirm this event, unless specified by our Sales Team. 7 days prior to your event proceeding a full prepayment deposit will be processed. Payments made by credit card will incur 1.4% surcharge. Alternatively payments can be made via EFT.

Additional Charges

Please note there will be a minimum spend and room hire fee for use of the Private Dining Room.

Confirming Final Guest Numbers

Bistro Manly requires confirmation of guests and final details to be confirmed 72 hours prior to the function date. We reserve the right to charge you for the final number of guests if cancellation notice is given within 72 hours of booking date.

Cancellation

Any cancellation must be made in writing and receipt confirmed. Cancellations made within 72 hours will incur a 50% charge. This charge will be based on the final confirmed menu and number of people the group booking is for.

Responsible Service of Alcohol

Bistro Manly has a Responsible Service of Alcohol Policy and reserves the right to refuse service of alcohol to any guests under the age of 18 or unable to provide proof of age, or any guest believed to be intoxicated or disruptive. BYO is not accepted at Bistro Manly as we are a licensed venue.

Indemnity And Damages

Bistro Manly does not assume responsibility or liability for any loss or damage to any property belonging to the client, client's guests or invitees; or for any injury sustained to the clients during their time at Bistro Manly. Bistro Manly also reserves the right to remove any undesirable persons from the event or the restaurant premises without liability. The client is liable for the actions of their invitees and any damages or losses incurred during the event. Any costs will be billed directly to the client.

Payment Details

Credit card details will be held to secure booking until payment has been made.

(1.1% credit card surcharge applies. A photocopy of the front & back of the card is to accompany this form.)

Credit card number _____

Name on credit card _____

Expiry date _____

CCV _____

Amount to be charged _____

Signature _____

(I hereby acknowledge the credit card provided above is authorized to be charged as per billing instructions unless otherwise arranged.)

Please read these terms carefully. If you do not understand any of the terms or have any questions, please discuss them with our representative.

If you have read and understood the terms set out above and accept them, please sign the terms. In signing the terms they are binding upon you.

SIGNATURE FOR AGREEMENT