



Reservation Terms & Conditions

These terms and conditions together with the Event Order govern the hiring of the Walter's Wine Bar at UR1 Southgate, Southbank 3006 and the provision of food and beverages to the person specified in the Event Order ("Client").

1. Catering services

Walter's Wine Bar hold the appropriate liquor licence. The Client and their guests are not permitted to provide food without prior notice. If Walter's Wine Bar is unable to provide the agreed menu or services due to unforeseen circumstances Walter's Wine Bar reserves the right to adapt the menu or services in consultation with the Client. The prices listed with the menus are current at the time of quotation and are subject to change effective from 1st July each year.

2. Confirmation

A booking will be considered tentative, pending receipt of a deposit. Final numbers of guests must be advised to Walter's Wine Bar at least five (5) business days prior to the date of the function. If within 5 days prior to the function the expected attendance reduces the Client will be liable to pay 100% of food costs and service charges applicable to the number of guests by which the attendance numbers were confirmed. If a Client needs to change the date of the function, Walter's Wine Bar will deem this as a cancellation. Attempts to roll over the function date are subject to availability.

3. Final Details

Menu selections and service details are to be finalised ten (10) days prior to the event. Final number of guests attending must be confirmed to Walter's Wine Bar 12.00 noon five business days prior to the event. If final numbers fall below the Guaranteed Minimum Numbers, charges will apply.

4. Payment

The Client must forward a \$50 per person deposit. Accounts can be settled by credit card (3% surcharge applies to Amex and Diners) or cash. EFT is accepted when received at least five working days prior to the event commencing. Cheques are accepted only seven (7) working days prior to the function date. Walter's Wine Bar reserves the right to cancel the booking if payment is not received within the prescribed times. Walter's Wine Bar may set a minimum spend where exclusive or private use is requested by the client.

5. Cancellation Policy

In the regrettable situation that the Client cancels the reservation, written notification is required and the following fees will apply. Less than sixty (60) days prior function 25% of estimated food costs will be charged. Less than twenty eight (28) days prior to the event 50% of the total estimated food costs. Less than Seven (7) days prior to the function commencing 100% of the total estimated function will be charged - this will include all food costs, hiring costs, beverages, service charges and other costs that may be incurred.

6. Surcharges

Where appropriate, the Client is responsible for Vacating The Venue At The Agreed Times. Should The Client wish to extend outside the times quoted, labour and venue charges will apply. A surcharge - priced on application will be charged on a function that is held on a declared public holiday.

7. Limit Of Booking

In the case that the event cannot be delivered to the Client on the date booked by reason beyond control of Walter's Wine Bar such as fire, damage, industrial disputes, or any other reason, Walter's Wine Bar shall not be liable for any loss, damage or injury caused to the Client as a result of this.

8. Function Services

The Client may arrange entertainment. The Musician Award stipulates that members must receive a meal and soft drinks during their performance. This can be arranged at a charge of \$25.00 per meal. Where applicable the Client is responsible to inform the Venue manager of smoke machines, special balloon effects, pyrotechnics and special effects. Using a naked flame cannot be operated without prior permission. No confetti, glitter, rice or like-products may be thrown in or outside many venues without prior permission from the Venue. If the Fire Brigade responds to an alarm which has been set off by unauthorised usage or misconduct by a person attending the function, the Client will be liable for the Fire Brigade charges incurred.

Reservation Terms & Conditions continued

9. Security And Conduct

Walter's Wine Bar adheres to the National Alcohol Beverage Industries Council guidelines on the Responsible Service of Alcohol. Walter's Wine Bar are instructed not to serve alcohol to persons under the age of (18) years, or to guests in a state of intoxication. Walter's Wine Bar reserves the right to discontinue liquor service. Security may be compulsory at some events held. The Client will be responsible for any damage sustained to Walter's Wine Bar's property or any other equipment or fittings which has been sourced on the client's behalf and will be charged for any repairs, labour or replacement.

10. Insurance

Walter's Wine Bar maintains insurance over its own plant, equipment and chattels and has the appropriate public and product liability insurance. Should the client bring or supply any of their own items to an event then they will be responsible for their own insurance coverage for such items.

11. General Information

Client deliveries to Walter's Wine Bar must be arranged in advance and marked with the name, date and venue of the event. Walter's Wine Bar will not accept any responsibility for damage or loss of merchandise left on the premises prior, during or after an event. Goods left without approval by Walter's Wine Bar will be deemed abandoned. Prior permission to use Walter's Wine Bar logo must be obtained; all proposed artwork must be authorized. Exhibition companies are responsible for transport, set up and dismantling of their own equipment in accordance to the current health and safety code.

Please Sign Your Event Order And Terms & Conditions And Return To Walter's Wine Bar On (03) 9690-5150 or email: dine@walterswinebar.com.au or mail to: Walter's Wine Bar UR1 Southgate, Southbank 3006. Thank You

Client name:

Client signature:

Date:

Function Booking Form

BOOKING NAME	
CONTACT NAME	
PHONE	
MOBILE	
FAX	
EMAIL	
DATE OF FUNCTION	
TIME	
MENU NUMBER	
PLEASE SELECT EITHER	DRINKS PACKAGE (TYPE _____) BEVERAGES ON CONSUMPTION
SPECIAL DIETARY REQUIREMENTS (GLUTEN FREE, VEGAN ETC)	
PERSONALISED MESSAGE ON MENUS (OPTIONAL)	YES OR NO (EMAIL dine@walterswinebar.com.au)
DEPOSIT (\$50PP DEPOSIT IS REQUIRED FOR ALL BOOKINGS & IS DEDUCTED FROM THE TOTAL BILL)	NUMBER OF GUESTS _____ @ \$50PP \$ _____
PAYMENT BY CREDIT CARD	Please select your credit provider Visa Mastercard Amex Diners CARD NUMBER EXP. DATE 3 DIGIT SECURITY NUMBER NAME ON THE CARD SIGNATURE _____
2. PAYMENT BY CHEQUE	
3. PAYMENT BY CASH	
SEATING PREFERENCE	Walter's Wine Bar will do it's best to give you the best possible seat. Please select your preferred dining option below and we will endeavor to accommodate your request to the best of our ability, however no guarantees can be made. BALCONY INSIDE DINING ROOM
TERMS & CONDITIONS	I have read understood the function terms & conditions

PLEASE RETURN BY EMAIL, FAX 03 9690-5150 OR
 MAIL TO URI SOUTHGATE, SOUTHBANK 3006
OFFICE USE ONLY

BOOKING CONFIRMED BY **EMAIL OR FAX**

DATE _____ BY _____ SIGNED _____

RESERVATION NOTED IN DIARY

DEPOSIT PROCESSED POSTED BY OFFICE