

Terms & conditions for functions

Tentative bookings

Tentative bookings will be held for 14 days. If no confirmation or deposit has been received by the 14th day, the client will be contacted and asked to confirm the booking, pay a deposit, or cancel.

Quotation

Quotes are valid for 28 days from the date of the quotation unless otherwise specified.

Price variations

Quoted prices are based on current costs and anticipated cost increases (eg. seasonal prices). Any changes in price will be advised within 30 days. All prices are inclusive of GST. Prices quoted more than 12 months in advance of the booked date may incur a CPI increase.

Confirming a booking

A deposit is required to guarantee the booking and will be deducted from the final account (see amounts below). Once received, a receipt for the deposit and confirmation letter will be issued. Deposits can be paid by credit card, cash or cheque made payable to é cucina Restaurant.

Booking deposits

The amount of deposit required will be given in your letter of quotation for your function. The standard deposits are as follows:

Small functions/events	\$500
Large dinners and weddings	\$1000

NB: Weddings attract an additional payment equal to 50% of the anticipated food and beverage costs which is required no later than 45 days prior to the wedding date.

Surcharges

Public holidays and New Year's Eve attract a 20% surcharge on the total food and beverage account.

A surcharge of \$3 per guest per hour will apply if the agreed finishing time for the function is exceeded.

License fees and security costs

If special license fees (eg. Liquor License for Park area) or additional security are required, such costs will be passed on to the client.

Exclusive use of restaurant

The following minimum spends apply for exclusive use of the restaurant:

Monday- Thursday \$5000

Friday \$10,000

Saturday- Sunday \$6000

Payment

The full estimated amount for the function (includes an estimated beverage consumption charge) must be paid 7 days prior to the function date. The balance of payment must be paid on conclusion of the function.

Guaranteed numbers

Notification of a guaranteed number of guests attending the function is required 72 hours prior to the event. For weddings, 7 days notice of final guest numbers is required. Meals/food prepared in accordance with the guaranteed numbers will be charged for.

Changes in numbers (slippage)

A decrease in the number of guests exceeding 20% of the original booking number when less than 30 days notice is given will incur a charge of 50% of the estimated cost per person.

Menu finalisation

The menu must be finalised 14 days prior to the function date to allow for ordering etc.

Cancellations

Cancellation in writing is required for all confirmed bookings.

Deposit is non-refundable

Notice of cancellation:

- Deposit is non-refundable.
- 14 to 45 days – 50% of the estimated food only costs will be charged.
- 1 to 14 days – 100% of the estimated food and estimated beverage account will be charged.

The above will be based on guest numbers provided by the client during confirmation of booking.

Cancellation of cars, photographers, music, floral arrangements etc.

Deposits paid by é cucina for any additional services organised by é cucina will be non-refundable.

Hired equipment etc

A 20% administration cost applies for all equipment that is hired and services that are organised on the client's behalf by é cucina.

Seating arrangements and menu – responsibilities

It is the client's responsibility to provide a typed guest list, seating plan and place cards for the event. It is é cucina's responsibility to provide typed menus for the event.

Wedding/birthday cakes

A charge of \$2 per person will apply for trimming, serving and bagging cakes that are provided by the client.

Smoking

é cucina is a non-smoking venue. Smoking will only be allowed outside

é cucina and not where it will affect patrons.

Licensed premises

é cucina Restaurant is fully licensed and therefore bound by legislation under the Liquor Licensing Act.

Responsible service of alcohol

é cucina serves alcohol responsibly. Any person deemed to be intoxicated will either be refused service or removed from the premises.

Outside areas i.e. Central Park

The Functions Manager will be able to advise clients on any requirements to use the Park during their function. Central Park is not licensed for alcohol consumption and no alcohol is to be consumed outside the restaurant perimeter unless prior arrangements have been made and special licenses obtained.

Deliveries

Any deliveries of goods to é cucina for the function/event must be arranged with é cucina's Function Manager and clearly marked with the client's name. Staff will only be able to assist with moving goods that are being delivered if they are not otherwise engaged at the time.

Displays, decorations and signage

No structures are to be damaged by nails, screws, staples, glues or blue tac. This includes all doors, walls, tables, pylons, poles, windows or any other part of the restaurant's fixtures, fittings or structure.

Signage in public areas will need prior approval Central Park Management which will be arranged by é cucina upon request.

Suppliers and decorators

The client must inform the Functions Manager of any arrangements they have made with suppliers and decorators. Times of deliveries and access to the restaurant must be agreed prior to their arrival.

Function hours

Functions may start and finish at an agreed time, however, due to Perth City Council by-laws music facilities must cease at 11.45pm.

Damage and loss

The client is responsible for the conduct of its guests and indemnifies é cucina Restaurant against damage or loss caused by the client or its guests.

The client is also financially responsible for any damage to structures, fittings, property or equipment caused by the client, its guests, its contractors either prior to, during or after the function.

é cucina Restaurant does not accept responsibility for any damage to or loss of the client's property that has been left on the premises in relation to the function (i.e. before, during or after the function). All personal belongings including gifts/presents must be removed at the end of the function.

Confetti – cleaning costs

No confetti, glitter or rice is to be thrown in or near é cucina restaurant or Central Park or its surrounds. If this occurs, the client will be liable for cleaning costs. Any extraordinary cleaning that is needed as a result of any action by the client or the client's guests will be charged to the client.

Insurance

The client must arrange their own insurance in relation to any property that needs to be left at é cucina's premises before, during or after the function.

DECLARATION

I have read and agree to é cucina's terms and conditions as stated.

Client name/s:.....

Function type:.....

Function date:.....

No. guests:.....

Postal Address:.....

.....

Email Address:.....

Telephone: Business:.....

Home:.....

Fax:.....

Mob:.....

Signed:.....

Date:.....

Deposit paid by credit card

Type of card (Visa, Mastercard, other).....

Card number:.....

Expiry:..... /

Name on card:.....

Signature of card holder:.....

Deposit paid by cash or cheque

Cash amount:.....

Cheque amount:.....

Cheque number:.....

The Person responsible for the settlement of the account is:

.....

It is important to note that in the event that this declaration is not signed, or is signed by a person other than the person responsible for organising the event, é cucina reserves the right to enforce the Terms and Conditions contained herein.