

Function Booking Terms and Conditions

Tentative bookings

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

Confirming a booking

A deposit is required to guarantee the booking and will be deducted from the final account. Once received, a receipt for the deposit and confirmation letter will be issued. Deposit can be paid by credit card over the phone, cash or cheque made payable to ecucina restaurant.

Guaranteed numbers

Notification of a guaranteed number of guests attending the function is required 48 hours prior the event. Meals/food prepared in accordance with the guaranteed numbers will be charged for, unless the number of guests increases on the occasion.

Menu finalization

The menu must be finalized at least 7 days prior the function date to allow for ordering, preparation etc.

Accounts

must be settled in full at the conclusion of the event; appropriate credit card detail that can be used to settle the account must be provided to the restaurant prior to the commencement of the event.

Hired equipment

A 20 % administration cost applies for all equipment that is hired and services that are organized on the client's behalf by ecucina

Wedding/birthday cakes

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

Suppliers and decorations

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

Smoking

ecucina is non-smoking venue.

Licensed premises

ecucina restaurant is fully licensed and therefore bound by legislation under the Liquor Licensing Act

Responsible Service of alcohol

ecucina serves alcohol responsibly. Any person deemed to be intoxicated will either be refused service or asked to leave premises

Damage and loss

The customer is responsible for the conduct of their guests and indemnifies ecucina restaurant against damage or loss caused by the customer or their guests.

Declaration

I have read and agree to ecucina terms and conditions as stated.

Customer name _____

Function type _____

Function date _____

No. guests _____

Email address _____

Contact number _____

Date _____

Deposit paid by credit card

Type of the card (Visa, Mastercard, other) _____

Card number _____

Expiry _____

Verify code (for visa and mastercard) _____

Deposit paid by cash or cheque

Amount _____

Cheque number _____

the person responsible for the settlement of the account

is _____