

T H E
COSMOPOLITAN
D O U B L E B A Y

EVENT NAME: Melbourne Cup
EVENT DATE: Tuesday 3rd November, 2020
TIME: From 12pm
NAME OF HOST:
PHONE/EMAIL:
VENUE: The Cosmopolitan Double Bay, 6/2-22 Knox Street, Double Bay 2028

MINIMUM SPEND: The luncheon is \$120pp.
Additional beverages in addition to function provisions are to be paid for by attendees on the day of the event.

FOOD: Please refer to set menu listed on website.

All dietary requirements will be catered for. You must let the booking manager know of any food allergies & dietary requirements prior to the event on this form below. Please contact our office via info@thecosmodoublebay.com.au should you have any questions:

PLEASE NOTE ALL FOOD ALLERGIES & DIETARY REQUIREMENTS HERE:

TERMS AND CONDITIONS

Confirmation and Deposit

- For event confirmation, 100% of the event value is required along with completed a signed terms and conditions. Your event will not be confirmed until receipt of payment is sent.
- Should the above-mentioned forms and payment not be received by the due date, the venue reserves the right to cancel all tentative held on the client's behalf.

Final numbers and details

- Guaranteed minimum numbers of guests attending and all final details should be notified to the event manager no less than 10 working days prior to the event. Once confirmed as per these conditions numbers cannot decrease, however could increase up until 72 hours prior.

Payment Schedule

- Payment of \$120pp multiplied by the booking number to be made by credit card.

Cancellation

- If cancellation occurs within 2 working days of the event date, the client will be charged 100% of the agreed catering spend.

Insurance/Damage

- The Cosmopolitan Double Bay will take reasonable care, but will not accept responsibility for damage to or loss of items before, during or after an event. The client is financially responsible for any loss or damage sustained to the premises or our property during an event. The client is responsible for any loss or damage to equipment hired by The Cosmopolitan Double Bay for the event.
- The client shall conduct the event in an orderly manner and in full compliance with the rules set out by The Cosmopolitan Double Bay management and in accordance with all applicable liquor licensing laws.
- Client, client's guests or invitees are responsible for the conduct of the guests and invitees, and indemnifies the venue for all costs, charges, expenses, damage and loss caused by any act or omission by the client, client's guests or invitees.
- No food or beverages of any kind are permitted to be brought into the venue, unless prior permission has been obtained.

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- The Cosmopolitan Double Bay reserves the right to cancel the booking if:
 - The Cosmopolitan Double Bay or any part of it is closed due to circumstances outside the venues control.
 - The client becomes insolvent, bankrupt or enters into liquidation or receivership.
 - The deposit has not been paid by the due date.

BOOKING CONFIRMATION

CONTACT DETAILS

Name: _____ Company (if applicable): _____

Telephone/Mobile: _____ Email: _____

Postal Address: _____

DEPOSIT PAYMENT DETAILS: (if client chooses direct deposit - client must forward receipt of deposit at time of payment)

Account Name: Cosmopolitan Double Bay Pty Ltd

Bank: Westpac

BSB: 032 020

Account # 363 147

PAYMENT DETAILS:

Credit Card Details: VISA / MASTERCARD / BANKCARD / DINERS CLUB / AMEX

Cardholder Name: _____

Card Number: _____

CCV: ____ / ____ / ____ Expiry Date: ____ / ____ Please debit the amount of \$ _____

All credit card transactions incur a 1% surcharge.

I hereby agree to have the above amount debited from my card by the venue specified above.

Signature: _____ Date: _____