



Function and Group Booking

Terms & Conditions

Function Requirements

Stand up cocktail style functions must have a minimum of 30 guests confirmed. A week prior to the function, the finger food order amounting to and/or exceeding \$8 per person must be confirmed. The function coordinator can help select the finger food, add it up and ensure the total amount comes to the minimum spend of \$8 per person.

Sit down functions require 16 guests or more to utilise the limited choices menu. Guests can be seated inside or outside the restaurant area or utilise the semi-private Function Room. Function Room doors must remain open at all times.

Meetings can hold up to 40 seated theatre style in the Function Room. Function Room hire is \$150 payable prior to or on the day of the function.

Tentative Bookings

All tentative bookings will be held for a period of 7 days. Arrangements can be made through the Functions Coordinator to extend this period otherwise the booking will automatically expire. We will make all attempts to contact you if another enquiry is received for the same date. If the tentative booking is going ahead, Terms and Conditions are to be completed and returned to function coordinator.

Terms and Conditions; Confirmation of Booking

Your confirmation of booking form (attached) needs to be fully completed in order to accept the Terms and Conditions. It gives the Windsor permission to process payment 24 hours after the function where the bill was not settled and alternative payment was not arranged.

Confirmation of Booking

To ensure all your needs are met with efficient service and high catering quality, we request that confirmation of guest number, menu and beverage selections are advised no later than 7 days prior (10 days prior for Christmas functions) to your function date.

Final Payments

Final payments of your function are required **on the day of your function**. We accept MasterCard, Visa, Amex, Diners and Cash only (unless a cheque was approved by Function Coordinator prior to function). If the final payment is not made, the Windsor reserves the right to deduct the balance from the credit card supplied (see above).

Pricing

The Management at the Windsor reserve the right to increase prices. The Windsor function pack's are reviewed and updated on a regular basis and possible price increases may result. While every endeavour is made to maintain prices as quoted, market variations and unforeseen circumstances may result in cost increase. Should any changes occur within the coordination time of your function, you will be advised no later than 7 day prior to the function date. All prices are inclusive of GST.

Responsibility and Damage

The Windsor Bar & Cafe does not accept responsibility for damages to, or loss of, any client's property left on the premises prior to, during or after a function. Organisers are financially responsible for any damages to property belonging to the Windsor, by the client or guests, prior to, during or after a function.

Duty of Care

We have a duty of care to our clients and reserve the right for our Duty Manager and bar staff to refuse service of alcohol to persons he/she deems are intoxicated and may do harm to themselves, other patrons or property. If a function has purchased a bar tab, the Windsor still reserves the right to refuse service of alcohol to a member of the function if deemed intoxicated. We also have the right to request security to escort persons staff members deems are intoxicated and may do harm to themselves, other patrons or property. If guests are removed from the premises, no refund is offered on food, beverage or room hire.

Security

At all times, patrons must have access to their current photographic identification. Failure to show this ID, on request, may result in admittance to the venue being denied. Security staff, at their discretion, has the right to refuse entry to any person. Security have the right to remove any patron from the premises should they be acting in an inappropriate manner.

Patrons under the age of 18 must be accompanied, at all times, by their parent or legal guardian. Minors will be entitled to remain on the premises until 10pm if they are part of a function so long as they remain within the confines of the function area at all times and are under the strict supervision of their guardian. Minors are required to be accompanied to the toilet by an adult.

Noise Levels

Due to our close proximity to residential areas, we are obliged to maintain reasonable noise levels. Noise levels will be adjusted during functions if required and we appreciate that guests understand and respect the decisions made. We hold good relationships with our neighbouring residents which we wish to maintain.

Entertainment/Decorations

We are more than willing to assist in organising the finer points of your function in whatever way possible. We do not authorise our guests to supply their own music as we have live music and djs.

We are happy to allow you set the atmosphere to suit your function however the Windsor will not allow guests to fix, in any way, decorations and/or signs to the establishment walls or its fittings.

Audio Visual Equipment

We do not supply laptops, projectors or screens (in Bali Room & Singapore Room). Contact Function Coordinators if you would like to discuss further or if you have arranged equipment hire.

Smoking

The Windsor is a non smoking venue with smoking only permitted on our Mends St bar veranda.

Type of Function

We are unable to cater for Bucks Nights, 21st Birthday Celebrations and Gaming Nights.
current at 11/1/11

ATTENTION Lauren Castledine

Confirmation of Function Booking

After reading our Terms and Conditions, please complete and return within 7 days of booking to ensure confirmation of your reservation.

Personal Details

Event organiser: _____

Company: _____

Address: _____

Phone: (h) _____ (w) _____ (m) _____

Email: _____

Function details

Date: _____ Time: _____

Occasion: _____ Room: _____

Guest number: _____

Contact on the day: _____

Unsettled Bill Payments

In the instance the bill is not settled at the end of the function, the Windsor is authorised to process payment plus 10% on the credit card details below.

Credit Card Details: **(please include ALL of the following details)**

Visa / Amex / MasterCard / Diners

Name: _____

Card Number: _____

Expiry: _____ Verification Number: _____

Authorisation Signature: _____

I have read and understood the terms and conditions as outlined in the Windsor Terms and Conditions and accept responsibility, abiding by these terms.

Signed: _____ Date: _____