

## **CONFIRMATION/DEPOSIT**

A **deposit of \$500** is required to secure booking. This amount will be credited and will be deducted from your final account. The Cove accepts cheques & cash for payment of deposit. Credit card payments incur merchant fees.(2% Visa or Master,3%Amex)

## **RESTAURANT HIRE FEES**

Night Only - \$500 Monday, Tuesday, Wednesday, Thursday  
\$600 Friday, Saturday, Sunday, public holidays (inc. weekdays)

Whole Day - \$890 (10:30am – 12:00am) (includes staff set up and cleaning)

## **ACCOUNTS**

To book at The Cove Restaurant exclusively for a function, we require a minimum Spend of \$4,000. You may choose to spend this on a bar tab, catering, chair covers, table clothes (Excluding hire fee).

Food price must be paid by four (4) days prior to the function, Full payment of your account by cash, bank cheque, personal cheque or EFT is required at the end of the function. Payment by credit card will be the merchant fee applicable is paid in addition to the account.

Merchant fees – Visa, Bankcard, Master card = 2%, Diners & Amex =3%.

## **CANCELLATIONS**

A Cancellation Fee of 20% will deducted from the Wedding deposits .

## **GUEST NUMBERS**

A final number of guests attending the function are required four (4) days prior to the function and this will constitute the minimum number of guests for which you will be charged, whether or not they attend the function.

The party schedule/program will be required before four (4) days prior to the function.

## **MENU/PRICE VARIATIONS**

Menus and prices are subject to change. A 15% surcharge will apply to food and beverages on any wedding conducted on the public holiday. All prices quoted are inclusive of GST

## **ENTERTAINMENT**

*Live music/entertainment is permitted but must be kept within the boundaries of liquor licensing noise compliance standards. The Cove reserves the right to lower the levels of the music if it seems to be disturbing The Coral Cove Apartment's residents. Music must finish by 11.30pm. The Cove reserves the right to control the quality, style and volume of entertainment booked*

## **ALCOHOL/FOOD**

*We are licensed to serve alcohol until 12 midnight. Last drinks are served at 11:45 pm. All regulations pertaining to the restaurant must be observed. The management reserves the right to exclude and/or reject any guest not complying with our regulations or those within our license The Cove reserves the right to confiscate any alcohol/food brought onto the premises.*

All Guest must be kicked out by 12 midnight. An additional fee of \$1,000 will occur if guests are not all out by 12am.

## **CHILDREN UNDER 12**

*It is the organiser's responsibility to ensure children are supervised by an adult at all times.*

## **DAMAGED PROPERTY**

Customers will be responsible for any damage sustained by the venue and will be liable to pay the respective costs.

Example – broken glasses and plates, damaged walls.

## **EQUIPMENT INCLUDED**

- *White tablecloths & napkins*
- *Cutlery and crockery*
- *Glassware*
- *Cake Knife/or bring it by own*
- *Audio - immobile speaker and wireless microphone*

## **CARE OF OWN PROPERTY**

*All personal property remains the responsibility of the guest. Management will take all responsible care to protect the property of its guests but accepts no responsibility for the loss or damage to merchandise or other property on the premises, prior to, during or after the function*

**FUNCTION AGREEMENT**

*Management will take all reasonable steps to ensure the conditions of this Agreement are observed, however, The Cove Restaurant will not be responsible if we are unable to carry out the terms of this Agreement due to circumstances beyond our control, power failure, construction works, Industrial action, Government intervention etc. A signed copy of this agreement is required as part of confirmation of booking*

*Print Name.....*

*Signature.....*

*Date.....*

*I, the above signed, on behalf of all parties connected with our wedding on the date listed on this page, hereby acknowledge and agree to the above terms and conditions.*