

# Terms and Conditions

## Tentative Bookings

All tentative bookings will be held for a period of 7 days. Arrangements can be made through the Functions Co-ordinator 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. In this situation, if you wish to hold onto the booking a deposit will be required within a 24 hour period.

## Confirmation of Booking

Full payment of your room hire or \$10 per head will act as your deposit. Confirmation cannot be assumed until this deposit is processed. We request that a 'Confirmation Form' be signed and accompanied along with the deposit. A valid contact number and email must be made available to the function co-ordinator to finalise the booking. Failure to provide accurate information can result in the function being cancelled without verbal contact being made at least 14 days prior to the function.

## Cancellation

In the event of a cancellation, deposits can only be refunded if 30 days notice is given. The Left Bank reserves the right to withhold 50% of the function deposit if the cancellation is made after the 30 days.

If you have booked any cocktail platter items, you will be charged the full amount if you cancel your order within 10 days.

## Final Confirmations

To ensure all your needs are met with efficient service and high catering quality we request that confirmation of final guest numbers, menu and beverage selections are advised no later than 10 days prior (14 days prior for xmas functions) to your function date.

If you are on a set menu or gourmet bbq, you will be charged for the number of people you confirmed for, and if you are on the ala carte menu, the \$10 per person charge will be kept for any number LESS than the number confirmed.

## Payments

Payment of your function will be required when you confirm all the final details, including all room hire, menu's and beverage packages. If you have chosen to order your beverages on a consumption basis the full amount will need to be finalised on the night.

If the Functions Co-ordinator isn't on hand at this time, you can arrange payment directly with the Manager on duty.

## Credit Card Payments surcharge

Please note that if you pay the deposit or any part of the fee for the function by

Diners Club & AMEX credit card - standard charge of 2% will be added on the amount of such payments.

\*These fees approximate but do not necessarily match the actual charges imposed on us by the financiers whose credit cards are used for such payments.

## Pricing

The Left Bank function packages are reviewed and updated in August and February, 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 increases. Should any changes occur within the co-ordination time of your function you will be advised in writing no less than 30 days prior to the function date. All prices are inclusive of GST.

The Management of The Left Bank reserves the right to increase prices.

## Responsibility and Damage

The Left Bank Bar, Café & Restaurant 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 Left Bank, 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 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 beverage package, The Left Bank still reserve the right to refuse service of alcohol to a member of the function if deemed to be intoxicated.

## 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 parents. If attending a function after 5pm they will be required to wear a wristband to identify them as under the legal drinking age. Minors will be entitled to remain on the premises throughout the duration 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 obligated 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 authorize our guests to supply their own music as we have live music in the afternoon on Saturdays and DJs till late on Fridays.

We are happy to allow you to set the atmosphere to suit your function however due to The Left Bank being a Heritage Listed building, we cannot allow guests to fix, in any way, decorations and/or signs to the establishment or its fittings. We also ask to keep in mind the height of your table decorations when hiring The Landing function area. Possible changes in the wind direction may cause damage to your decorations. Please ask your functions co-ordinator for advice and ideas on how to display your materials.

## Audio Visual Equipment

Should you require specific audiovisual equipment, we can arrange hire, set up, and operation, if required, provided we are given ample notice. Audiovisual providers organised by the client are required to contact the Function Co-ordinator prior to the event.

A 10% administration charge is applicable to all hired equipment or services organised by The Left Bank Function Co-ordinators. This will be included in any prices quoted.

## Smoking

The Left Bank is a non smoking venue with smoking only permitted in our courtyard area

I have read and understood the terms and conditions as outlined in The Left Bank terms and conditions form and accept responsibility, abiding by these terms.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# Confirmation of Function Reservation

AFTER READING OUR TERMS AND CONDITIONS PLEASE COMPLETE AND RETURN TO ENSURE CONFIRMATION OF YOUR RESERVATION. FAX TO THE LEFT BANK ON (08) 93 19 1509 OR EMAIL TO FUNCTIONS@LEFTBANK.COM.AU

## PERSONAL AND COMPANY DETAILS.

Event Organiser: \_\_\_\_\_

Company: \_\_\_\_\_ ABN: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Contact No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

## FUNCTION DETAILS.

Date of Function: \_\_\_\_/\_\_\_\_/\_\_\_\_ Day of Function \_\_\_\_\_

Commencement Time: \_\_\_\_\_ Conclusion Time: \_\_\_\_\_

Type of Function: \_\_\_\_\_ Approx. No. Guests: \_\_\_\_\_

Name of Function: \_\_\_\_\_  
(For the notice board)

Contact on the Day: \_\_\_\_\_

Deposit required to secure booking \$ \_\_\_\_\_ (Room hire or \$10 per head)

### MENU SELECTION. PLEASE TICK

- Cocktail Platters
- Set Menu 1
- Set Menu 2
- Set Menu 3
- Ala Carte
- Christmas Menu A
- Christmas Menu B
- Gourmet BBQ
- Buffet Breakfast
- High Tea

### BEVERAGE SELECTION. PLEASE TICK.

- Bar Tab – Amount \$ \_\_\_\_\_
- Cash Bar (guests pay for own beverages)
- Beverage Package – A/B/C/D | 2hr/3hr/4hr/5hr

### FUNCTION ROOM. PLEASE TICK.

- Restaurant - \$750 / Restaurant Fireroom - \$150/\$300
- Mezzanine + Bar - \$400
- Conservatory - \$400
- The River Lounge + Verandah - \$300
- Half of River Lounge + Verandah - \$150
- Courtyard

# Preferred method of payment

## PAYMENT DISCLAIMER.

Payments for confirmed food and beverage are to be received prior to function (unless on consumption bar tab which is to be paid at commencement of function). Providing credit card details is **COMPULSORY** for security reasons. If for any reason payment of this function is not received by the venue, I agree for the full amount to be debited from my card. Any and all moneys outstanding will be charged.

I/We \_\_\_\_\_, authorise The Left Bank Bar, Cafe & Restaurant to debit a deposit amount of \$\_\_\_\_\_ and any outstanding amounts from the card details provided below.

Cardholder's Signature: \_\_\_\_\_

### PLEASE SELECT PREFERRED PAYMENT METHOD FOR DEPOSIT

PLEASE NOTE: CREDIT CARD DETAILS ARE STILL REQUIRED IF PAYING BY ALTERNATE METHOD



## CASH / CHEQUE. (Required a minimum of 14 days prior to function)

(Required a minimum of 7 days prior to function)

## DIRECT DEPOSIT.

Bank  
Account  
BSB  
Acc. No.

National Australia Bank  
Left Bank Holdings  
086 006  
49087 5116



## CREDIT CARD. (for security and/or payment purposes only)

Visa      Amex      M/Card      B/Card      Diners Club

NB - 2% surcharge on all AMEX and Diners credit card transactions (debit cards not accepted)

Account Name: \_\_\_\_\_

Card No: \_\_\_\_\_ Expiry Date: \_\_\_\_\_