



GROUP BOOKING FORM

Scan and email your booking form to: info@manlypavilion.com.au

Booking details

Booking Name:	Occasion:
Mobile:	Email:
Date of Booking:	Time:
Number of Guests:	

Menu Selection

2 Course Alternate Service - \$60pp	<input type="checkbox"/>	2 Course Sharing Menu 1 - \$60pp	<input type="checkbox"/>
3 Course Alternate Service - \$80pp	<input type="checkbox"/>	3 Course Sharing Menu 2 - \$75pp	<input type="checkbox"/>
10 Piece Cocktail Package – \$60pp	<input type="checkbox"/>	3 Course Sharing Menu 3 - \$100pp	<input type="checkbox"/>
14 Piece Cocktail Package - \$80pp	<input type="checkbox"/>	Ladies that Lunch – Chandon - \$145pp	<input type="checkbox"/>
		Ladies that Lunch - Moet - \$220pp	<input type="checkbox"/>

Beverage Options

TAB on consumption	<input type="checkbox"/>	List Selected Beverages to be included
Value of TAB Limit:	\$	
Cash Bar	<input type="checkbox"/>	Valid for a maximum of 25 Guests
Guests purchasing own drinks as cash bar		
3 Hour Beverage Package - \$75pp	<input type="checkbox"/>	Sparkling: Zilzie Prosecco White: Skipjack Sauvignon Blanc Red: Zilzie Estate Regional selection Shiraz Beers: Peroni Red & James Boags Light – bottled. Pure Blonde on Tap Soft drinks, Mineral Water, tea/coffee
4 Hour Beverage Package - \$100pp	<input type="checkbox"/>	
2 Hour Bottomless Chandon NV- \$49pp	<input type="checkbox"/>	
2 Hour Bottomless Moet & Chandon- \$99pp	<input type="checkbox"/>	

***House beers & wines featured in our beverage packages are subject to change**

Public Holiday & Sunday surcharge of 10% applies





Celebration Cake:

I Will not be bringing a cake

I am bringing a cake – cakeage - \$7pp

Add Ice cream & Coulis - \$4pp

Please advise of any dietary requirements:

**Please advise of any decorations you are providing
(note confetti, glitter and party poppers are not allowed)**

CREDIT CARD DETAILS

Please select type of Credit Card:

VISA MASTERCARD AMEX BUSINESS CREDIT CARD

Amount to be charged \$ _____

Credit Card Fee \$ _____

Total \$ _____

Card Number: _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _

Expiry Date: _ _ / _ _ CVV code: _ _ _

Name on Credit Card: _____ Signature: _____

The following Credit Card fees apply:
0.81% surcharge applies when paying by credit card – VISA, MASTERCARD
3.02% surcharge applies when paying by AMEX credit card or Business Credit card – VISA, MASTERCARD or AMEX

Public Holiday & Sunday surcharge of 10% applies



Group & Set Menu - Terms & Booking Conditions:

Payment & Fees

- A deposit of 30% of the value of your booking is required to secure and confirm your booking
- Surcharge – a 10% surcharge will apply to all bookings on Sundays and Public Holidays
- Balance of the bill to be settled on the day. Note - we are not able to offer “split bills” on group bookings.

Final Numbers

- Confirmation of final guest numbers are required 10 days prior, this includes any special dietary requirements.
- Inside 5 days of your booking, no further cancellation or reduction to numbers will be accepted.

Cancellation

- The 30% deposit will be with-held as a cancellation fee if you cancel your booking
- In addition to the loss of deposit, if you cancel Inside 72 hours a further cancellation fee of 20% of the value of your booking will be charged

Reserved Space

- Whilst we endeavour to secure your preferred space, management reserve the right to move your space to the best suited area without notice
- Booking times for all lunchtime events, you are required to vacate your reserved space by 5.30pm to allow room for dinner guests. You are welcome to relocate to the bar/lounge area to continue your celebrations
- 2 Course set menu events; your table and space has been reserved for a maximum of 2 hours, if you wish to exceed this time limit, venue hire fees apply
- 3 course set menu events; your table and has been reserved for a maximum of 3 hours, if you wish to exceed this time limit, venue hire fees apply

Venue

- The dress code is “smart casual”. Shoes are required to be worn at all times. Alcohol branded clothing is not allowed.
- Manly Pavilion is a complete non-smoking venue.
- The client is liable for the actions of their guests and party, and any damages or losses incurred resulting in a cost to Manly Pavilion will be invoiced directly to the client
- To comply with council regulations, and for the comfort of our residential neighbours, no loud music is allowed on the terrace, and all guests need to re-locate indoors by 10.00pm
- To comply with state licensing regulations all guests are required to vacate our premises before Midnight on Friday & Saturday nights, and by 10pm on all other nights.

Manly Pavilion

- does not assume responsibility for any loss or damage to any property belonging to the client and or clients guests
- reserves the right to exclude or remove any undesirable persons from the premises without liability
- reserves the right to cancel or re-locate the booking in the case of:
 - a) The venue or part of is closed due to circumstances beyond the restaurants control
 - b) The client becomes insolvent, bankrupt or enters into liquidation or receivership
 - c) The booking may prejudice the reputation of the venue
 - d) The deposit has not been paid by the due date

MANLY PAVILION AND ITS EMPLOYEES WILL AT ALL TIMES COMPLY WITH THE STATE LICENSING LAWS AND THE RESPONSIBLE SERVICE OF ALCOHOL ACT.

ACKNOWLEDGMENT AND AGREEMENT

I have read and understood the terms & conditions outlined in this agreement

Print Name: _____

Signature: _____

Date: _____

Public Holiday & Sunday surcharge of 10% applies



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