

TERMS AND CONDITIONS - CORPORATE

Confirmation and Deposit

Confirmation of your booking is required with the signed Terms and Conditions in writing together with the minimum deposit as stipulated below, within 7 days of the original reservation, otherwise The Manningham reserves the right to make available any tentative booking not confirmed during this period.

Conferences - \$ 800.00

Confirmation of Attendance & Dietary Requirements

Final numbers and dietary requirements will be required 7 days prior to your event. Charges in numbers will be based on these minimum numbers or the actual attendance, whichever is greater. If anyone identifies themselves as dietary requirements on the night of your function there is little we can do to accommodate. FINAL numbers will form the basis for invoicing and ordering. Should your numbers increase after advising final numbers please advise me as soon as possible. We can only guarantee catering for those numbers advised 7 days prior. Advising numbers after this date will need to be confirmed with the Executive Chef to ensure products can be ordered in time to cater for your additional catering and catering will not be guaranteed to be the same as your selected menu.

Catering Requirements

Menu selections will be required strictly 14 days prior to your event. Should selections not be advised at this point your menu selection can not be guaranteed to be available and the venue will select the catering on your behalf.

Payment

Full payment via cash, EFT, bank cheque or credit card is required for confirmed numbers 5 business days prior to the function date. We DO NOT accept personal or business cheques for payment and will only accept bank cheques. Corporate clients must provide a credit card guarantee in order to be invoiced on a seven (7) day account. If payment is not received within 14 days a \$85 per week penalty will be applied to your invoice.

Cancellation

In the event of a function cancellation, the following fees will apply:

More than 181 days notice:	Your deposit will be refunded, less a \$250 booking fee
180- 120 days notice:	Your entire deposit will be forfeited
119- 30 days notice:	75% of total estimated value of the event or your entire deposit, whichever is greater
less than 29 days notice:	100% of total estimated value of the event or your entire deposit, whichever is greater

Function Re-schedule

We are happy to re-schedule an event due to unforeseen circumstances. Management does reserve the right to enforce full cancellation fees in peak periods or in the event that sufficient notice is not given. We will however do our best to accommodate your date change without penalty. A function can only be re-scheduled once with sufficient notice, if the function re-schedules again then full cancellation fees as outlined above will be enforced.

Labour Surcharges

Applicable for all events that fall on a Public Holiday. Price on application.

Price Variations

Every endeavor is made to maintain our prices as originally quoted to you, however, they are subject to change. Should any increases occur, we will notify you immediately. The prices quoted are inclusive of the Goods and Services Tax.

BYO Policy

No food or beverage of any kind will be permitted to be brought into The Manningham for consumption at the function by the organiser with the exception of Wedding Cakes, Birthday Cakes etc. with the express permission of The Manningham.

Content of Event

If The Manningham has reason to believe that any event/function will affect the smooth running of The Manningham's business, its security or reputation, the management reserves the right to cancel at its discretion without notice or liability.

Damages & Cleaning

Organisers are financially responsible for any damage sustained to The Manningham by the organiser, organiser's guests, invitees or other persons attending the function, whether in the function room or any part of The Manningham. The client or their guests may incur extra cleaning expenses in the event of negligent behaviour, which results in wilful litter being left.

Signage

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building. Signage in The Manningham public areas is to be kept to a minimum and must be approved by the General or Functions Manager prior to the event.

Insurance

Whilst the staff of The Manningham will take every care with the security and protection of property and guests, we are unable to accept any responsibility for damage or loss of property before, during or after the function. We recommend organisers should arrange their own insurance & security.

I, (Name) have read and understand these Terms & Conditions.

Signature:

Date: