

**BOOKING FORM**

**Name:** \_\_\_\_\_ **Company Name:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Day & Date of Event:** \_\_\_\_\_ **No. Of Guests:** \_\_\_\_\_

Please ensure that all details completed below are correct. Below will be the charged account in the event of cancellations and non appearance.

**Credit Card Type:** Visa       MasterCard       Amex

**Credit Card Holder's Name:** \_\_\_\_\_

**Credit Card Number:** \_\_\_\_\_

**Credit Card Expiry Date:** \_\_\_\_\_ **CVC** (last 3 digits on the back of the card): \_\_\_\_\_

**Credit Card Holder's Signature:** \_\_\_\_\_

I agree that I am liable for the payment for any charges incurred by, or on behalf of my event at **Henrys** and that I indicate myself as being responsible for payment to the full amount.

I HAVE READ & UNDERSTOOD the **Henrys** CANCELLATION POLICY (*below*) and authorise payment be made to The Club House Bondi Beach Pty Ltd.

**CANCELLATION POLICY**

Deposits are not refundable. If a booking is cancelled only THREE days prior to the booking the deposit may be forfeited (conditions apply).

I understand that a deposit of \$20 per person will be deducted from my account in the event of a non appearance or cancellation within 48 hours of the event. If guest numbers are lowered on the day for set menus, a \$20pp cancellation fee will apply. A period of 72 hours notice must be given to Henrys for any cancellation of food packages (if applicable). By completing and returning this form, I authorise Henrys to charge the full amount agreed upon to the card details provided below.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **BOOKING REQUIREMENTS** (For all private area reservations and bookings over 10 people)

### **DEPOSIT**

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<b>PAX</b>	<b>AMOUNT</b>
<b>10-50</b>	<b>\$20 PER PERSON</b>
<b>50+</b>	<b>\$1,000</b>
<b>100+</b>	<b>\$2,000</b>

The deposit will be contributed towards the minimum spend for the allocated area and/or in the event that there is a NON APPEARANCE without 72 hours notice the deposit will be taken in whole.

The deposit must be received no less than 7 working days of your booking request. If the deposit is not received within this time, the booking may be re-allocated.

The deposit payment may be made by:

1. Credit card- complete the attached Payment Authorisation Form and return via email to: [info@henrysronulla.com.au](mailto:info@henrysronulla.com.au)
2. EFT: Account Name: The Club House Bondi Beach Pty Ltd  
Bank: ANZ Hurstville. BSB: 012-402 ACC: 836-741-255 and your name as the reference
3. Cash paid at the Reception Desk to the manager on duty.

The deposit payment is deducted from the total spend on the day.

### **DEPOSIT FORM**

**ALL PRIVATE AREA BOOKINGS MUST COMPLETE THE ATTACHED FORM TO SECURE THEIR BOOKING.**

\*Your booking will only be confirmed once we have received your signed booking form with the credit card charge details as acceptance of the terms and conditions.