

booking confirmation form.

Contact Name:

Company Name (if applicable):

Event Name:

Function Type (eg. wedding):

Date of Event:

Time of Event:

Phone Number:

Mobile:

Email:

Address:

Postcode:

Number of Guests:

Agreed Minimum Spend (if applicable) \$

Area you are booking:	Harbour View Room	Fireside Room	Fireside Mezzanine	Pod 1	Pod 2
	Woodford Marquee	Waterside Conservatory			
(if unsure leave blank)	Kitchen View Private Dining	Restaurant Conservatory Front		Restaurant Inside	
Canape Packages:	Package 1-\$42.00	Package 2-\$48.00	Package 3-\$54.00	Package 4-\$64.00	

Restaurant Group Menu (select one):

Silver:	Shared Starter & Main \$37.50	3 course \$45.00			
Gold:	Entree & Main \$45.00	Main & Dessert \$45.00	3 course \$52.50		
Harbour View Room Menu:		2 course \$65.00	3 course \$75.00	4 course \$85.00	
Conference Package:	Full Day	1/2 Day			
Christmas Menu:	\$55.00	\$65.00			

Menu choices:

Selected Beverage Package:	Silver (Silver only available for 5Hrs)	Gold	Platinum	
For	2 hrs	3 Hrs	4 Hrs	5Hrs

OR I would like to set up a bar tab for \$ _____ and would like the following items served:

Any Special Requirements/ Requests:

Allergies/ Dietary Requirements:

How did you hear about the Woolshed?

Please note all final details are to be confirmed 7 days prior to your event. Amendments are not permitted after this date.

terms & conditions.

By signing this form you agree to all terms and conditions proceeding this page.

If you wish to pay your deposit by card please fill in the details below.

Please ensure you sign the form agreeing to the terms and conditions.

Deposits are generally 25% of your minimum spend or food value. Speak to your event manager if unsure.

PLEASE NOTE ALL AMEX & DINERS ATTRACT A 1.5% SURCHARGE

Type of Credit Card: VISA MASTERCARD AMEX DINERS

Name on Credit Card:

Credit Card Number:

Expiry Date:

Authorisation Number (CCV):

(Please note this is 4 digits on front for AMEX and last three digits on the back of other cards)

I authorise Woolshed to debit my card details listed above with \$

for payment towards my event.

Please tick I acknowledge children under 18 years of age are permitted at event until 11pm in Restaurant, until 9pm in Pods/

Mezzanine and main bar area and 12 midnight in the private HVR and Fireside Room.

Name:

Signature:

Date:

By signing you agree to the terms and conditions detailed below.

PLEASE SEND COMPLETED BOOKING FORMS TO:

Email: Lcleal@woolshed.melbourne

Post: Woolshed Lee Cleal Group Sales & Events Manager Central Pier, Shed 9 161 Harbour Esplanade Docklands 3008

PAYMENTS BY CHEQUE:

All cheques should be made payable to: Woolshed Pub @ Central Pier and posted to Att: Lee Cleal Group Sales & Events Manager

Central Pier, Shed 9, 161 Harbour Esplanade, Docklands 3008

PAYMENTS BY EFT:

For EFT payments please send payments to:

Account Name: Woolshed Pub @ Central Pier P/L

BSB Code: 013442

Account Number: 835482562

Please ensure if paying by EFT that a remittance advice is sent to Lcleal@woolshed.melbourne

Payments can also be made in person paying in cash, EFTPOS, credit or cheque Monday to Friday 10am - 6pm

terms & conditions.

Please note that lunches and dinners will be booked in the Restaurant, if you're wanting a private room, please advise your event manager, please note that minimum spends will apply. If you're having a canapé/cocktail style function we have a number of semi private areas called "pods" or private rooms, again minimum spends will apply.

Deposits / Payments / Cancellations

In order to confirm your booking we require a 25% deposit of the total food amount/or minimum spend for a cocktail event; speak to your event manager if you need guidance with your deposit payments. We are very flexible with payments and can tailor a payment plan to suit your budget. The Woolshed may, at its absolute discretion, agree in respect of small events only to take credit card number as security. In these circumstances, payment of a forfeited holding deposit shall only be taken in the event that the function does not proceed ('no show') in accordance with the confirmed details (time and numbers of guests & menu selection).

Once your deposit has been received and processed we will confirm your reservation and send you a copy of the receipt for your records. Please note that we need BOTH booking form & deposit to confirm your reservation. Please note that the above is our general deposit terms but this may be amended and a different amount agreed with your event manager.

Final menu selection and final numbers must be received by no later than 5 working days prior to your event at 12 noon. Should your event fall on a weekend this is due the Friday one week prior to your event date.

Please note that after your numbers are confirmed cancellations will not be accepted in the last 5 working days. Last minute increases will incur a 25% surcharge if the increase is possible.

It's important that your final numbers are correct as this will be the amount you will be charged for your booking, regardless of the numbers that arrive on the day. No shows will forfeit their monies paid.

Please note that Final Payments are due 48 hours prior to your event date unless agreed prior with your event manager. If you wish to be invoiced post event a 3% invoicing fee will apply on the full total of your event and is subject to credit approval by Woolshed. Please speak with your event manager for further information. Payment terms are strictly 7 days.

Any cancellations made after your deposit is paid will forfeit 50% of the deposit paid. Cancellations made within 60 days of event will forfeit 75% of the deposit paid, events cancelled within 30 days of the event date will forfeit 100% of the deposit paid.

Any refunds owing will be refunded back onto the original payment method or as a credit to the bill on the day of the event, if your function is proceeding. As the organiser you will be responsible for your party, any breakages or damage to the venue will be charged back to the client. Please note your booking time, your table has a grace period of 20 mins, if running late please call the venue directly on 03 8623 9644. No guarantees can be made for late arrivals.

Minimum Spends

An agreed minimum spend may apply to events held at the Woolshed. Event management staff will inform you of any applicable agreed minimum spends to your event either at the enquiry or booking process. Any specified agreed minimum spend will apply only to food and beverage and shall not apply to other additional or miscellaneous items arranged by the Woolshed (such as Audio Visual, Marquee Hire, DJ's etc). Additional fees and charges shall apply to these items and shall be charged separately from and in addition to any agreed minimum spend.

Please note that individual cash bars sales will not contribute to your minimum spend. The minimum spend needs to be covered by the organiser first on either food or beverages (Drinks package or Bar tab).

Once this minimum spend is achieved you can then have a cash bar facility for your guests to purchase their own drinks.

Menus

Please note menus, wine vintages & ingredients are subject to change due to seasonality and may differ after making your booking.

Security

The Woolshed take the service of alcohol very seriously with all bar and floor staff undergoing strict training for RSA certification. Any patron who is deemed to be intoxicated by Woolshed staff will not be served and may be asked to vacate the premises. Patrons who arrive at the venue intoxicated may be declined entry. The Woolshed will not be held liable for any issues this may cause.

Woolshed will provide the 1st security guard as a part of your event package; all events require one guard per 100 guests or part thereof dependant on the type of event you are holding.

Children & minors under 18 years old

Please note that minors and children under 18 years of age are welcome in the restaurant until 11pm. Children are welcome in the Pods, Mezzanine and the main bar area until 9pm. Private Harbour View Room until midnight.

Damages

Please note that as the event organiser any damages to the room are your liability.

Furnishings and fittings that are damaged by you or your guests will be charged back to the event booker as signed on the booking form.

Decorations

Please note that the Woolshed is happy for you to decorate the venue provided that your decorations do not mark, damage or change the original look of the room post event.

Woolshed doesn't allow confetti or table scatters; a cleaning fee will be billed to your event if these are used without prior authorisation.

Balloons: Helium balloons are welcome at the Woolshed but must be attached to weights due to the high cathedral peak ceilings. Confetti balloons are permitted provided they are not popped; a cleaning will apply if they are popped.