



CONFIRMATION FORM CAFÉ HEIDE WORKING LUNCH

Please complete & return once you have read and agree to the Terms & Conditions

Date of booking: _____ Start time: _____ Finish time: _____

Your name: _____

Company/Organisation: _____ Mobile: _____

Email: _____

Number of guests: _____ Occasion: _____

Final Numbers Required 7 Days Prior To Event

Please tick selections

- Morning Tea \$18pp
- Working Lunch \$35pp
- Afternoon Tea \$22.50pp
- Beverage Package \$8 Per person

Your booking is not confirmed until a deposit of \$800 is paid by EFT (only) and the confirmation form is returned completed.

The deposit will be forfeited and 100% of the total estimated function charge will be refunded should you cancel your booking less than 7 days prior to the event or fail to turn up.

Final numbers are required 14 working days prior to the event. Please note that final numbers will form the basis for final charging.

If final numbers fall below the guaranteed minimum number of guest's charges will be based on the guaranteed minimum number of guests outlined in the booking form.

Covid-19 Restrictions

1(a). If Covid-19 restrictions imposed by the government do not allow the event to proceed, the event will be postponed to another date agreed between the parties.

1(b). The deposit and all other payments made will be carried forward to the new date without any deduction or penalty.

I have read and agree to the terms and conditions outlined above by Café Heide.

Signed _____ Date _____

Our events coordinator will be in touch to confirm your final details and plan your event together with you.

Should you have any questions, Please do not hesitate to contact us on 03 88505915