



Deposits

A deposit is required to confirm your booking & secure a Private Function room. The deposit is \$500 per private room, \$1000 to book the Main Dining area exclusively or \$200 to book a table in the Main Dining. The deposit is to be paid on confirmation of the date. Prior to the deposit being paid, the venue will be held for seven (7) days. If verbal communication is not received within this time, management reserve the right to cancel the booking and allocate the venue to another client. In order to secure the reservation, confirmation deposits should be received within seven (7) days of acceptance along with the booking confirmation form signed in acceptance of these terms and conditions. The deposit will be held as a security bond and refunded seven (7) days after the event and used to cover damaged property, stolen items and any unpaid tabs.

Changing the Date of your Function

We will allow you to change the date of your Function ONCE (1) without penalty, should you need to change the date a second or consecutive time, the deposit will be forfeited and a new deposit is needed to re-book. Should you wish to cancel your reservation after already changing the date; the deposit will be forfeited regardless of how much notice is given.

Payment Type

Major credit cards, company cheques, electronic transfers or cash payments are acceptable. Please note AMEX will incur a 2% surcharge, and Diner will incur 3% surcharge.

Final Payment

Final payment is to be settled seven (7) days before the date of the event.

Minimum Spend

The agreed minimum spend is applicable, if this amount is not reached on the evening, the outstanding balance will be charged to the client's credit card given on confirmation or taken out of holding deposit.

Cancellations

The Lagoon Restaurant must be notified of all cancellations in writing. If the cancellation is less than 3 months prior to the date of the function the deposit is non-refundable. If less than 1 month prior to the date of the function 50% of the minimum spend applies. If less than 2 weeks prior to the date of the function the full amount of the event applies

Final Details

Final numbers, menus and room set ups must be confirmed in writing 7 days prior to the event. Confirmation of numbers is required 3 days (72 hours) prior to your event. After this time, no downward adjustment in the total catering cost is possible.

Changes to Menu Choices

Menu choices are to be confirmed four (4) weeks prior to the event. Any changes thereafter to the agreed menu and beverage choices must be made through management. For any additional guests over the number confirmed, the quoted and agreed price per person will apply providing that The Lagoon can accommodate the extra numbers.

Vacation of Function Rooms

The function room must be vacated by 5pm for lunch bookings, unless otherwise specified. There is no hire fee for the private room but a minimum number of people are required. The restaurant reserves the right to move groups to the main dining room if numbers drop significantly

Other Functions

The restaurant reserves the right to book other functions in the same room up to an hour before the scheduled function commencement time and an hour after the scheduled finishing time. Additionally the venue reserves the right to book a concurrent function in adjoining rooms at any time.

Conduct of Event

The client shall conduct the event in an orderly manner compliant with the rules of the venue and in accordance with all applicable laws. BYO is not permitted. Smoking is not permitted in the restaurant. The client is liable for the actions of their invitee's and any damages or losses incurred. Any costs will be invoiced directly.

Restaurant's Right

The venue does not assume responsibility or liability for any loss or damage to any property belonging to the client, client's guests or invitees. The venue reserves the right to exclude or remove any undesirable persons from the event or the venue premises without liability. The venue also reserves the right to cancel the booking if:- The venue or any part of it is closed due to circumstances, the deposit has not been paid by the due date, the client becomes insolvent, bankrupt or enters into liquidation or receivership, The event may prejudice the reputation of the venue.

Responsible Service of Alcohol

The Lagoon's management and employees will at all times be bound to state licensing laws and the responsible service of alcohol act. The Lagoon Lounge Bar is licensed till 2am however it is up to the discretion of management as to what time the bar will close.



Function Confirmation Form

LAGOON

OFFICE USE ONLY

Tentative	Deposit	ResPak F	Conf Letter	Booked	Booked	Booked	Paid	Refund

In order to secure your reservation, please complete the Function confirmation form and Post or Fax back to: Functions Manager - **Fax Number:** 02 4226 2125 – **Address:** PO BOX 470, WOLLONGONG NSW 2500

Name:
Company:
Type of Function: <input type="checkbox"/> Wedding <input type="checkbox"/> Birthday <input type="checkbox"/> Christening <input type="checkbox"/> Corporate <input type="checkbox"/> Formal <input type="checkbox"/> Christmas Party <input type="checkbox"/> Other _____
Day of Event: _____ Date of Event: _____ Time: _____
Address: _____ Postcode: _____
Email: _____
Phone: _____ Mobile: _____
Number of Guests: _____
Area Requested: _____
Food Package: _____
Beverage Package: <input type="checkbox"/> Buy Own Drinks <input type="checkbox"/> Consumption <input type="checkbox"/> Bar Tab <input type="checkbox"/> Drinks Package _____
How did you hear about us? <input type="checkbox"/> Attended function <input type="checkbox"/> Internet <input type="checkbox"/> Newspaper <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Wedding magazine – which one? _____ <input type="checkbox"/> Other – please indicate _____
Please indicate how you will pay for your Function:
Deposit Amount: \$ _____
Card Type: _____
Card Holders Name: _____
Card Number: _____
Expiry Date: _____
CCV Number (Last 3 numbers on the signature strip on reverse side of card): _____
Signature: _____
Date: _____

Signed in acceptance of the Terms & Conditions
 Payment by direct deposit is also accepted, Bank Details: BSB 112 879, Acc No. 042251043
 Please indicate Name of function and date of Function
 Cheques should be made out to "The Lagoon Seafood Restaurant" - PO BOX 470, Wollongong NSW 2500