



Functions and Events Terms, Conditions & Booking Form



Rocks On Rosalind reserves the right to limit the availability of the venue for exclusive use at different times of the year, and to charge applicable minimum spend limits for any event.

BOOKING FORM

This signed booking form is required to officially book your large or exclusive event at Rocks On Rosalind. Bookings are held as tentative until this period.

BOOKING PERIOD

A tentative booking will be held for a period of 14 days, after which time if the booking confirmation form and deposit has not been received the booking will automatically be released.

DEPOSITS FOR LARGE, OR EXCLUSIVE EVENTS

A non-refundable deposit of \$1200 is required to secure your booking. This deposit is held to that date and not transferable unless more than three months in advance notice is given and the new date is confirmed within one month of postponing. The new date of the event must be within one year of the original date. Once the deposit is paid, the specific area is booked for your use only.

CONFIRMATION OF GUEST NUMBERS AND MENU

Final numbers are required 14 days prior to the event, along with the menu choices and any dietary requirements of your guests. Any changes after this time are subject to availability and may incur additional fees. Refunds will not be given for any changes in numbers within 14 days of your event.

MINIMUM SPEND

Some rooms and spaces require a minimum spend at peak times of the week or year. Exclusive use of the venue may attract a minimum spend at peak times. A minimum spend arrangement means that the combined food and beverage spend for all attendees at your event must reach this minimum. If your total singular or combined food and beverage spend does not reach this minimum, a surcharge amount of the difference will be added to your final account, payable by the event host.

SUNDAYS AND PUBLIC HOLIDAYS

Sundays and Public Holidays attract a 10% surcharge on food and beverage purchases. Please discuss this with us at the time of booking to ensure you are aware of all the fees payable.

PAYMENT

Payment of your food component is to be received in full 14 days prior to the event by direct debit, cheque, cash or by EFTPOS. See www.rocksonrosalind.com/events for additional details on room sizes and full terms and conditions applicable to the hire of our spaces.

I _____ have read and agree with all Rocks Terms and Conditions

Signed: _____

Contact phone: _____

Print name of host: _____

Date of signing: _____

Event date: _____

Email: _____