

COS RESTAURANT TERMS AND CONDITIONS (effective from February 2010)

1. Hire of Function Room / Booking Confirmation Form

Functions being held in the private function room will incur a refundable deposit of \$250. Should the numbers fall below 20, room hire will be deducted from the deposit. This fee is required to be paid within **7 days** of the original enquiry and will act as confirmation of your function by completing and returning the booking form to Cos Restaurant. Management reserves the right to cancel the booking and allocate the space to another client if confirmation and payment is not received within this time. A room hire fee of \$150 +GST will apply to all small parties below 20 people.

The function room will be available for lunch between 12noon and 5pm and dinner from 6pm to midnight. Last drinks will be served thirty minutes prior to guests vacating the premises at the scheduled times above. All functions require catering. All beverages on consumption will have a minimum spend of \$500 over the bar. An hourly room hire fee of \$75.00 plus GST will apply for functions outside of the hours listed above and will commence from 30 minutes after the hour.

2. Cancellations

In the event of a cancellation being made the room hire deposit is non-refundable.

3. Final Numbers / Table Plans / Running Sheets / Menu Selection

When a booking is confirmed, we require an estimated number of guests attending. **A guaranteed minimum number of guests is required 3 days prior to the event.** This is the minimum for which you will be charged. It is the responsibility of the client to contact the restaurant regarding final numbers. Should a guaranteed number not be received, the estimated attendance will be taken as final. Unless you have chosen to leave the menu selection to us, you will need to confirm your menu choices and advise us of any special dietary requirements, both health and cultural that your guests may have, one week prior to your event. Please ensure that table plans and any timetables or running sheets are also available for the function coordinator five days before your event.

4. Prices

Whilst every effort is made to maintain prices, all prices may be subject to change prior to your function. All food/beverages prices are GST inclusive.

5. Settlement of Account

Payment in full is required prior to or on the day of your function, unless by prior arrangement with management. Any adjustments to the account are to be settled at the end of the function by cash or credit card. No separate accounts or personal cheques. A surcharge of 1.5% will apply to payments made by Visa or Mastercard and a 2.5% surcharge will apply to payments by AMEX or Diners Card. Where credit card details have been provided as a means of booking your function, we reserve the right to use these details for full payment unless clear alternative payment instructions have been provided.

6. Catering/Cake Cutting Fee/Service Charges

The Cos restaurant retains the right to provide all catering on its premises. No food or beverage may be brought onto the premises without the prior agreement of management. If bringing in a celebration cake a cake cutting fee of \$35.00 applies. Please discuss with the Functions Coordinator. A service charge will apply to approved Wine Club Diners. BYO glassware is to be provided. It will be the Club's responsibility to clean the glassware after pick up.

7. Set up & Delivery of Equipment

All deliveries to Cos restaurant, for use during a function should be made by prior arrangement with the functions coordinator. Deliveries should be made no earlier than the day before the event, and not between the hours of 12.00pm and 3.00pm. Deliveries should be clearly marked with the name and date of the function.

8. Collecting Goods

All goods are to be collected the following working day (except Sundays) after 10.00am unless other arrangements are made with the functions coordinator. We accept no responsibility for goods left on the premises if not collected the next working day. (Please note Cos restaurant is not open during the day on Saturday or all day Sunday).

9. Excessive Breakages / Cleaning

The hirer will be charged for breakages or damage or loss to furniture, glasses, china and cutlery.

General cleaning is included in the cost of the room hire. If cleaning requirements following your function are judged to be excessive, additional cleaning charges will apply. **Confetti is not permitted.**

11. Performer / Crew Catering

Meals for band members, production teams, performers, and chauffeurs, can be provided by prior arrangement. Impromptu meals and refreshments will not be provided on the night, without approval from the organizing host.

12. Closure of Function

We are licensed until 12 midnight. Guests will be asked to vacate the function room shortly after.

COS BOOKING FORM

WE WISH TO CONFIRM OUR BOOKING WITH THE COS RESTAURANT. ⚡ Please print using block letters.

Name of function : _____

Organisation (if applicable) : _____ Date of function _____

Contact Person : _____ Position/Relationship _____

Estimated number of guests : _____ Event start time : _____

Telephone work: _____ Fax: _____

Email: _____ Mobile: _____

ACCOUNT DETAILS

Person responsible for account: _____

Postal address for account _____

_____ Postcode _____ ABN _____

TYPE OF FUNCTION – Please choose one of the following options by ticking the box.

COCKTAIL PARTY

LUNCH OR DINNER

SEMINAR/WORKDAY

OTHER brief description _____

Please find attached room hire fee of \$165 (if numbers are below 20) or deposit of \$250 (if numbers are above 20) to secure booking of the private function room

Name of Card Holder : _____ Amount : \$ _____

Credit Card Number : Expiry __ / __

Please tick VISA MASTERCARD AMEX DINERS

Signature: _____ Date: _____

I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS

Signed _____ Date : _____

Name of Signatory _____

Position in Company _____

Please fax your booking form to Cos restaurant on (08) 8231 7644

** A receipt/tax invoice for the deposit is required YES / NO (Please circle)

How did you hear about Cos _____

OFFICE USE ONLY:

Received by: _____ Date: _____ Receipt/tax invoice provided & diarised