

Your Catering

Functions

t + 61 2 4348 4257 f + 61 2 4348 4255

e catering@yourimbah.com.au

w www.yourimbah.com.au (online booking available)

a 10 Chittaway Road, Ourimbah NSW 2258



Function Order Form

Attention : Kane Reynolds Business Operations Manager, Yourimbah

Customer

Organisation.....

Billing Address.....

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Contact Name.....

Position.....

Telephone.....

Facsimile.....

Email.....

Function

UoN or HIT Purchase Order Number.....

Function Date.....

Function Time.....

Type of Function (breakfast, morning tea, lunch).....

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Number Attending.....

Location

Yourimbah ☐ Bar ☐ Cafeteria

Other Campus locations Email Room bookings on cc-room-bookings@newcastle.edu.au for other locations

Please specify other location.....

Table bookings & room set up need to be organised through Facilities Management 02 4348 4665.

Yourimbah takes no responsibility for food which is taken from the function site or consumed 2 hours after delivery.

Details of Function

Please provide as much detail as possible eg catering requirements, special dietary needs, times etc

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I agree to be bound by the Yourimbah Function Booking Terms and Conditions

Name.....

Signature.....Date.....

Free delivery to approved venues on campus for a minimum of 10 people, otherwise a surcharge of \$15.00 per delivery applies. A 15% surcharge will apply to all weekend orders. No equipment should be removed from the function site without prior approval of Yourimbah Management.

Terms and Conditions

One. Confirmation of Bookings

Tentative bookings will be held for fourteen (14) days only. Confirmation of bookings must be made in writing on the Function Order Form with the signed Terms and Conditions form. Confirmation of final numbers must be provided 2 working days prior to the function date. New orders or changes to existing orders may not be accepted after this date.

Two. Function Times

Functions that include room hire, equipment hire or special staffing requirements are based on the function times you indicate on the Function Order Form; additional charges will apply where this duration is exceeded. Should you wish to extend the function, you will be asked to authorise an extension at the function. A charge will also be made until the area is secured due to an excessive length of time in the "pull down" of your, or your agent's, equipment from the event.

****Please note:** Changes to delivery times on the day of the function may not be possible.

Three. Pricing

Every endeavour is made to maintain prices as quoted, however these prices may increase subject to market conditions. Prices charged for your function are those in effect at the time of final confirmation. The prices payable for goods or services included in the Yourimbah Function Order Form are determined in light of existing Federal and State Government taxes at the date of the agreement. If at any time during the term of the agreement there occurs any variation in any rate of Government tax (other than corporate income tax), a new Government tax is either imposed or becomes operative, so as to impact on and thereby increase the cost to Yourimbah as a condition of providing the goods or services supplied so that any additional cost incurred by Yourimbah becomes recoverable by Yourimbah from you. Free delivery to approved venues on campus for a minimum of 10 people, otherwise a surcharge of \$15.00 per delivery applies. A 15% surcharge will apply to all weekend orders.

#Room hire is available 1/2 room from \$500 with the full room from \$750 special student rates are available on application.

Four. Cancellations

For cancellations of confirmed bookings the following conditions apply:

All cancellations must be made in writing. If the cancellation is sent via facsimile or email, then a facsimile or email confirmation sheet may be required to validate the date and time of notification. If the function is cancelled 10 business days or more before the function date, no charge applies. If the function is cancelled less than 7 days before the function date a fee of 50% of total function cost will apply. Function cancellation less than 2 days before the function date a fee of 100% of total function cost will apply. Yourimbah accepts no responsibility for any costs or cancellation fees from third party providers.

Five. House Rules

Our House Rules prohibit any food or beverage being brought onto Yourimbah owned or managed premises, unless expressly agreed to by Yourimbah and stated on the Function Order Form. Yourimbah takes all necessary care, but accepts no responsibility for the loss or damage to the property of the client or guests before, during or after the Function, either on our premises or in the car park area. This includes gifts or decorations brought onto the premises.

Six. Alcohol

Under our liquor license you and your guests are not permitted to bring on or take liquor off Yourimbah owned or managed premises. Where you request additional alcohol to the agreed total on the Function Order Form, you must sign an authorisation at the event to agree to pay for the additional alcohol.

Yourimbah reserves the right to refuse service of alcohol to any guest, to check identification if believed to be under the age of 25 years, to remove anyone from the premises and reserves the right to close all bar service prior to the Function finishing time.

Seven. Responsibility

You are held responsible for the behaviour of all guests and for breakages, damage and theft to Yourimbah property. Costs of replacement or repair will be charged to the final invoice. No equipment should be removed from the function site without prior approval of Yourimbah Management. Removal or non-return of food trays or other property will incur a minimum charge of \$50.00 per item.