

BOOKING CONFIRMATION FORM

Thank you for considering Vessel Kitchen & Bar for your upcoming event.

It is a pleasure to submit the following booking form along with venue terms and conditions in order to confirm your booking.

Should you have any questions, please do not hesitate to contact us.

We look forward to welcoming you & your guests to Vessel.

Kind Regards,

The Vessel Crew
Vessel Dining & Bar

Phone: +61 02 9295 5075
Fax: +61 02 9295 5033
E-mail: info@vesselsydney.com.au
Website: www.vesselsydney.com.au

Function Name:	
Booking Date :	
Booking Time:	
Food Selection:	
Beverage Selection:	
Number of Guests:	
Confirmation of final numbers:	Less than 30 people, 3 working days prior to the booking date. More than 30 people, 5 working days prior to the booking date.
Contact Name:	
Telephone:	
Email:	
Date of issue:	
Notes &/or Special Requests:	



TERMS AND CONDITIONS

- All prices are GST inclusive and are subject to change without notification.
- **An 8% service charge** will be added on your final food and beverages spend for bookings of 12 or more people.
- **No split bills** or individual payments for food or beverage. Bar tabs are available upon request.
- **Deposit Policy:** A 50% deposit is required upon confirmation using credit card details provided.
- **Confirmation Policy:** The Venue requires confirmation of final numbers a min of 3 working days prior to the booking date.
- **Final payment** of outstanding charges, if any, must be paid no later than the conclusion of your event. Should the balance not be paid on the day, it will be processed with the credit card on file.
- **Cancellation Policy:** If less than 5 working days prior to the function date a cancellation fee of \$25.00 per person applies for bookings cancelled or a reduction in guest numbers occurs. Less than 3 days forfeit deposits paid.
- If the venue incurs any damages due to deemed negligence or malice by the function guests, the Venue reserves the rights to charge the authorised credit card to cover the cost of these damages.
- All credit card purchases will incur a 1.1% surcharge.
- **A cakage fee** of \$5.00 per person applies for any cake supplied by the customer.
- **Corkage fee :** In rare, pre approved situations, corkage fee of \$25.00 per bottle will be charged when the Venue agrees for you to bring your own wine. This applies for champagne or rare wine only. All other beverages must be purchased from the Venue.
- The Venue is fully licensed and abides by the Responsible Service of Alcohol Policy.
- The Venue reserves the right to refuse alcohol to intoxicated persons as part of the RSA policy.

CREDIT CARD AUTHORISATION

I, _____, agree to abide by The Venue Terms & Conditions (outlined above). I permit the Venue to hold/charge my credit card details for booking confirmation in accordance with the terms & conditions.

Credit Card (please circle):

VISA

MASTERCARD

AMEX

Cardholder Name:	
Card Number:	
Expiry Date:	CCV :
Signature:	

Join us on **Facebook** to be the first to know about our special events and offers.

Would you like to sign up to Vessel's Database and be the first to know about great specials and upcoming events?

YES NO

