



FUNCTIONS RESERVATIONS FORM

Client Name: _____

Client Address: _____

Type of function: _____

Function date: _____ Arrival time: _____

Minimum spend: _____

Area booked: _____ No. of Guests: _____

Security: _____

Tel. (Hm): _____ Mobile: _____

Tel. (Wk): _____ Fax No.: _____

Email: _____

Menu Selection (please tick & for 2 courses circle either **Entrée / Main** or **Main / Dessert**)

<input type="checkbox"/> A la Carte (maximum of 12 people)	Set Menu A <input type="checkbox"/> \$35 set menu (minimum of 10 people)	Set Menu B <input type="checkbox"/> \$45 two course set menu <input type="checkbox"/> \$55 three course set menu (minimum of 10 people)	Canapés <input type="checkbox"/> Restaurant (minimum 20 persons) <input type="checkbox"/> Public Bar (minimum 15 persons)
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Beverage selection: _____

Beverage spend: _____

Time for Drink service: _____

Food selection: _____

Food spend: _____

Time for Food service: _____

Special requests: _____

TERMS & CONDITIONS

1. Your reservation will be considered tentative until this form is fully completed, signed and faxed to 02 9361 5245.
2. For groups of 12 or more a deposit of \$10 per person will be charged on the credit card details provided to confirm your reservation. This amount will then be deducted from your bill total, to be paid in full on the day / night of your function.
3. Menu, arrival times & final numbers must be confirmed 48 hours in advance of the booking.
4. Should you wish to cancel your group booking you must notify Durty Nelly's Bar & Print Room Restaurant via enquiries@durtynellyssydney.com.au 48 hours in advance of your function date. Deposits are non-refundable if you cancel within 48 hours of your booking.
5. Menu's are subject to change due to market availability & seasonal adjustments.
6. A Cakeage fee of \$2 / head applies when bringing your own cake. We do not encourage BYO however if you have a 'special bottle' for a special occasion a Corkage fee at \$10 / bottle is applicable. These fee(s) are applicable to maintain service to your table for the duration of your function.
7. Final payment of your confirmed numbers is required in full upon completion of your function. All major credit cards are accepted; however Amex & Diners will incur a 2.5% merchant fee to your bill total. Cheques are not acceptable. Regretfully we are unable to split bills.
8. Any damages to the property of the Hotel, by either the hirer or their guest(s), will result in the repairs and or replacement costs being passed onto the hirer. While all care is taken, we do not accept responsibility for damage or loss of personal items before, during or after your function.
9. Management has the right and discretion to ask any person to leave the Hotel's premise should they not be conducting themselves in a respectable manner and or if showing signs of reaching intoxication. The Hotel supports and strictly practices Responsible Service of Alcohol.
10. In-house audio visual facilities are available. At no time are DJ's or amplified public entertainment permitted on the Hotel's premise.
11. Children are only permitted in the restaurant area and must be kept under strict supervision at all times by a responsible adult. The behaviour of children is accountable for by the client.

Credit Card details

Card Holders Name: _____ Card type: _____

Card No: _____ Expiry date: _____

Please inform me of upcoming events/promotions to be held at Durty Nelly's Bar & Print Room Restaurant

Authorisation

Name (please print): _____ Title/position: _____

Signature: _____ Date: _____

We would like to know where you found out about our Venue (please tick appropriate box):

- by Recommendation by Internet by Irish Echo by newspaper/magazine
 by Best Restaurants by Best Venues by Menu Log by Entertainment Guide