



BELGIAN BEER CAFÉ FUNCTION BOOKING FORM

TO CONFIRM YOUR BOOKING PLEASE COMPLETE THE FOLLOWING FORM. AREAS WITH AN (*) NEXT TO THEM MUST BE FILLED IN.

Name of Organisation: _____

***Name of person organising the event:** _____

***Address:** _____

***Contact Details - Telephone:** _____ **Fax:** _____

Mobile: _____ **Email:** _____

Date of function: Day _____ **Date** _____

Area of Belgian Beer Café: _____ ***Method of Payment on day/night:** _____

***Anticipated Numbers:** _____

Times required ~ From: _____ **am / pm** **To:** _____ **am / pm**
 *** please note, Friday and Saturday night we have two sittings 6.00pm and 8.00pm***

Function type: Lunch Dinner Cocktail / Stand Up

***Package Selection (if selecting a set menu: two courses - please specify which two**

Food: _____

Beverage: Package: _____ **Cash basis:** _____ **Bar-tab:** _____

Other Details: _____

***Payment**
 For all bookings, credit card details are required as a deposit to hold the table. We will contact you on the day before the reservation to confirm final numbers. If on the day your party is smaller than confirmed, there maybe a \$10.00 penalty for each absentee...

Authority Form for Belgian Beer Café Brussels to process Credit Card Payment

Function Payment (please tick)

Bankcard Master Card Visa Diners Amex
 (2.5% surcharge applies to payments made by credit card)

Credit card number: _____ **Expiry date:** _ _ / _ _

Name on Card: _____ **Date:** _____

Signature: _____

I acknowledge having read a copy of the general Terms & Conditions along with the Rules & Regulations. I further comply with all respects of such conditions on acceptance of this application.



TERMS & CONDITIONS

1. Tentative dates will be held for no more than a 7 day period.
2. Final numbers for your function are required 3 working days prior to your actual function date and payment for your function will be charged at the final numbers you have provided.
If you cancel your booking within 14 days prior to your function a \$300 booking fee (deposit) will be charged.
3. Payments made by credit card will incur a 2.5% surcharge.
4. Belgian Beer Café Brussels reserves the right to hire security for any function. Belgian Beer Café Brussels will on charge this fee to the client.
5. Functions held on Public Holidays would incur a surcharge on the total cost of food and beverages of 15%.
6. It is required that the organiser will conduct the function in an orderly manner in full compliance with all statutory laws.
7. The Management reserves the right to exclude or eject all objectionable persons from the Belgian Beer Café Brussels premises without liability.
8. Organisers are financially responsible for any damage sustained to Belgian Beer Café Brussels premises by the Organiser, Organisers Guests, invitees or other persons attending the function, whether in the room reserved or any other area or part of the Belgian Beer Café Brussels.
9. The Belgian Beer Café Brussels does not accept any responsibility for damage or loss of merchandise prior, during or after a function.
10. No food or beverages of any kind will be permitted to be brought in for consumption at the function by the Organisers or any of the Organisers guests.
11. The Belgian Beer Café reserves the right to move your function to alternative area within the Belgian Beer Café if your numbers change or if the weather is not favourable.
12. Please be aware that you will be charged for the final numbers set, prior to your function. If you have made a dinner reservation of more than 15 guests a fee of \$10.00 will be charged for each guest that does not attend.

I acknowledge having read a copy of the general Terms and Conditions along with the Rules and Regulations. I further comply with all respects of such conditions on acceptance of this application.

Signature: _____

Date: _____

Please fax completed booking form and credit card details to 07 3221 7811

Mail completed booking form to Belgian Beer Café Brussels
GPO Box 1185 Brisbane 4001