



2009

terms and conditions

booking confirmation
and deposit form

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Cornucopia Museum Café

est. 1994

GPO Box 26
Darwin NT 0801

p 89811002
f 89810447

email:

info@cornucopiadarwin.com.au

web:

www.cornucopiadarwin.com.au



1. Access

Due to museum security, event organizers have to liaise with our events coordinator about times of access prior to function.

2. Bookings

No function booking is considered "serious" until we receive the signed booking form and deposit. Bookings are considered tentative until receipt of confirmation booking form and deposit. Tentative bookings will only be held for 14 days.

Management reserves the right to allocate the date to another client if confirmation and deposit are not received after 14 days.

3. Deposit

A deposit of \$1000.00 for weddings or major events must accompany the completed confirmation form to secure your booking. Bookings will only be confirmed on receipt of the deposit. For smaller events, functions and cocktail parties, please liaise with our events coordinator about the deposit which is usually around \$200 - \$500 depending on size of the function.

4. Cancellations

Please note that in the event of a wedding or a major event cancellation being made less than 6 month prior to the date of the function, the \$1000 deposit will be forfeited in full unless another function of the same total \$ value is secured by the cancelling party.

Cancellations *before* the 6 month period will be charged an administration fee of \$300.00.

Any other cancelled functions will be charged an administration fee between \$200 and \$300.

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5. Final Numbers

Bookings outside our regular trading hours (9.00am-5.00pm) require a minimum guest number as stated on the function menus, smaller groups will be charged for a minimum of 40 guests on the verandah or 80 guests on the lawns. We require an estimated number of guests attending at the time of booking. Final minimum number of guests are required 7 days prior to the event.

An increase of up to 10% in guest numbers is the maximum possible on the night and has to be confirmed at least 24 hours before the event, no exceptions. This has to be negotiated and confirmed with our functions coordinator in writing via email.

It is your responsibility to contact us with regards to final numbers on time.

6. Payment

Final payment must be received no later than 7 days prior the event, unless other arrangements have been made with our events coordinator.

If payment has not been received Cornucopia Museum Café reserves the right to cancel your event. Any adjustments to the account, beverages on consumptions, extra guests, etc. are to be settled at the end of the function.

7. Set up and delivery of equipment

All deliveries to the Cornucopia Museum Café for use during a function should be made by prior arrangement with our functions coordinator. Deliveries should not be made between 11.00 am and 3.00 pm. Whilst every effort will be made to assist, it will be offered on the basis of staff availability. The Cornucopia Museum Café does not have storage facilities.

8. Collecting Goods

All goods are to be collected on the night of the function or the following day before 11 am at the latest, unless other arrangements are made with the functions coordinator. We accept no responsibility for goods left on the premises after 11 am.

9. Catering

The Cornucopia Museum Café retains the right to provide all catering on its premises and no food or beverage may be brought onto the premises without prior arrangements.

10. Museum lawns

Private vehicles, horse drawn carriages and stretch limousines are NOT permitted on the museum lawns, this is not negotiable.

11. Excessive Breakages

Some breakages are expected as part of any function. The client will only be charged for excessive breakages or loss of chairs, glasses, china and cutlery.

12. Meetings

Once a booking is confirmed, most events can be organized with 2 to 3 meetings.

Email is the preferred method of communication.

13. Menu information

Please confirm your menu choice at least 2 month before your event. This is imperative to secure our function staff and supplies for your function. It is important to us that all guests are well catered for and that we are well prepared for those with special dietary requirements.

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14. Wines & Vintages

We cannot be assured of the availability of certain wines & vintages due to stock levels of our suppliers in Darwin but we will inform you in case of changes well in advance.

15. Prices

We do our best to give you as accurate a quote as possible but like all businesses we have unforeseen price increases for food, wine etc within 12 month. The quote we have given you may be subject to an increase, which in our experience is unlikely to be more than 5%. We have no alternative but to pass this onto you but will give you at least 30 days notice.

16. Beverages

Beverages are charged as a package or on consumption, with the beverage package element to be pre-paid. Please liaise with our functions coordinator for the most suitable beverage package for your style of function.

17. Music

All amplified sound must be finished by 11.59 pm and all functions must conclude by 12.00 midnight.

18. Extra Hire gear and equipment

Please liaise with our functions coordinator as to what are your requirements and as to what are the costs.

19. Cleaning

The cost of general cleaning is included in the function cost. The Client must pay additional cost where more than the general cleaning is required following a function.

20. Security

Any requirements for additional security staff can be arranged upon request of a client with the extra cost being paid for by the client. Cornucopia Museum Café and Museum Security reserves the right to reject from the café any person attending a function who behaves in an objectionable manner, or who may put at risk any part or staff of the Cornucopia Museum Cafe or the Museum and Art gallery of the Northern Territory.

21. Duty of care

Although all care is taken, the Cornucopia Museum Café shall not be responsible for loss of or damage to property left on the premises prior to, during, or after an event.

The client accepts financial responsibility for any damage to the venue, its fittings or equipment caused by the clients guests or by outside contractors engaged by the client prior to, during, or after an event.

I have read the above conditions and understand that they form part a) of my contract with the Cornucopia Museum Café, Fannie Bay NT.

Name:

Address for account:

Email:

Signed

Date

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f 89810447

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Confirmation Booking and deposit form

We wish to confirm our booking with the Cornucopia Museum Café
ABN 38 064 457 754

By signing this document we understand this creates a binding contract part b) on the terms and conditions below and contained in the schedule part a) pages 1 to 3

Please print using block letters below:

Name of
Function: _____

Date of
Function: _____

Contact
Person: _____

Name of Business or Department: _____

Estimated number of guests: _____

Telephone work: _____ Mobile _____

Fax _____

Email _____

Postal address for account: _____

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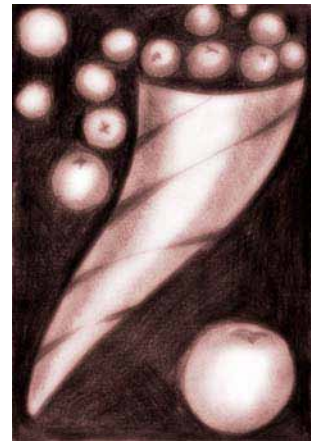
p 8981 1002
f 8981 0447

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Guests arrival time: _____ Function start time: _____

Function finish time: _____

Type of

Function: _____

All cheques or eft payments to be made out to "Cornucopia Museum Café"

Or our bank details for eft are: **BSB 633 108 Account 1372 51922**

Alternatively, my credit card details are below:

Name of card Holder: _____

Type of card _____

Credit Card Number: _____

Expiry: ___ / ___

Function deposit amount authorized by credit card \$ _____ plus 2.5% fee.

In line with current business practice, accounts paid with credit card will incur a 2.5% surcharge.
Sorry, we don't accept Diners or Amex Cards.

I agree that the remainder of the account will be paid in full 7 days **prior** to the event.

I take note, that it is my responsibility to advise the Cornucopia Museum Café
a minimum of 7 days prior of the final numbers to this event.

Signed: _____ Date: _____

Print Name of signatory _____

MAIL to: Cornucopia, GPO Box 26, Darwin NT 0801 or FAX to: 08 – 8981 0447