



Event booking form



Event details

Name _____

Company _____

Date of event _____

Type of event _____

Room/Area required Dedes Restaurant Wharfside

Number of guests _____

Start time _____ Finish time _____

Phone _____

Mobile _____

Email _____

Address _____

I have read and agree to the terms and conditions shown overleaf

Signature _____

Deposit remittance details

Cash

Amount \$ _____

Cheque

Amount \$ _____

Cheque number _____

Credit card (including a 1.5% merchant fee)

Amount \$ _____

Card type Mastercard Visa Amex Diners

Name on card _____

Card number _____

Expiry date _____

Signature _____

Direct credit

Amount \$ _____

Account name **Dedes Restaurant Pty Ltd**

BSB **062 169** Account number **1009 3827** Bank **CBA**

Note: Please ensure you reference direct credit payments with the name your booking will be made in and email a receipt of payment to functions@dedes.com.au.

Office use only

Date of event _____

Total event amount \$ _____

Deposit amount \$ _____

Date paid _____

Deposit receipt number _____

Progress payment _____

Due date _____

Final progress payment _____

Due date _____



Terms and conditions

Catering

Dedes Restaurant, exclusively deals with all catering needs for the Sydney Rowing Club. No outside catering is permitted within the club or any part of the grounds.

Cancellations

Any cancellation must be made in writing to Dedes Restaurant. Notification of a cancellation made up to eight weeks prior to the date of the event will result in a refund of 50% of the deposit paid. Notification of a cancellation made under eight weeks prior to the date of the event will result in a forfeiting of the deposit paid.

Cleared funds

Bank cheque or personal cheque payable to 'Dedes Restaurant' will be accepted as payment for events where the funds are cleared 14 days prior to the date of the event.

Deposits

To make a booking the applicable deposit must be paid to Dedes Restaurant by way of Cash, Direct Credit, Bank Cheque, Personal Cheque or Credit Card (Merchant fee applies).

Dedes Group practices and adheres to the following at all times:

- Responsible Service of Alcohol guidelines
- Registered Clubs Act and
- the Liquor Act.

Entry to Club premises

To hold an event within the Sydney Rowing Club, one of the organisers must be a club member (social membership is available for a charge of \$20 for the year). All persons entering club premises are covered by the Registered Clubs Act and are required to abide by all the rules and regulations therein. The organiser/member for the event will be responsible for their guests while on the premises and grounds of the club. At the time of an event interview the caterer will issue you with sign in sheets for your guests, which must be signed by the relevant organiser/member.

Equipment conditions of use

Any costs associated with the repair of or replacement of any hired equipment through Dedes Restaurant will be borne by the event organiser/hirer.

Event bookings

To secure a booking you must complete the attached Event Booking Form and pay a deposit. Unfortunately, tentative bookings cannot be processed, nor can particular dates be held for guests without the requisite form and deposit.

GST

Prices are inclusive of GST.

Merchant fee

A merchant fee of 1.5% of the total amount payable applies on all Visa, MasterCard, American Express and Diners Card payments.

Minimum number of guests

Dedes Restaurant reserves the right to charge for a minimum number of adults. The minimum numbers are:

- 40 adults in the Wharfside Room & Terrace; or
- 130 adults in Dedes Restaurant on a Friday or Saturday evening; or
- 100 adults in Dedes Restaurant at all other times.

Payment details

Full payment via cleared funds for all additional charges and food is required 14 days before the date of the event along with final guest numbers. An invoice for beverages consumed (if applicable) and any miscellaneous charges will be issued at the end of the event. Payment for these amounts is required on the day of the event by way of cash, Eftpos, MasterCard, Visa, Diners or American Express.

Prices/Menus

Dedes Restaurant reserves the right to change prices, menus and/or ingredients for menu dishes at anytime without prior notice. All prices and menus will be confirmed once an event interview has been completed and not upon payment of a deposit.

Progress payments

Progress payments for all events will be required prior to the date of the event as follows:

Six weeks prior to the date of the event	50%
Two weeks prior to the date of the event	Remaining 50%

Public holidays

A surcharge of \$15 per person applies to the total amount payable on public holidays to cover the additional cost of staff.

dedes.com.au
functions@dedes.com.au

Phone: 02 9712 5503
Fax: 02 9713 5105

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