



SEVEN EASY STEPS TO A SUCCESSFUL FUNCTION AT THE GEORGE TAVERN

Step 1 – Check Bistro Availability

Select a date and time frame for your function and contact The George, at Greenhills to make a 'tentative' booking. Phone 49333222.



Step 2 – Obtain a Function Pack

Pop in to the bistro to collect a Package or you can print a pack from our website, www.georgetavern.com.au.



Step 3 – Read the Function Terms and Conditions

Read the Function Terms and Conditions, select the appropriate menu for your occasion and complete the Booking confirmation Sheet included in the Functions Package.



Step 4 – Return the Booking Confirmation Sheet

Call and organise to meet with our Chef – Brock to complete your Confirmation Sheet.



Step 5 – When we receive Your Booking Confirmation Sheet

We will email, fax or post you a copy of your Booking confirmation Sheet with all pricing details amended/completed. However, your booking is still tentative until a deposit is received.



Step 6 – Paying Your Deposit

Visit the bistro at least 14 days prior to the function date and settle the deposit. Be sure to keep your confirmation of part payment receipt safe as you will need it again soon.



Step 7 – Date of Function

Arrive at the bistro 15 minutes early to discuss any last minute changes. Present receipt of part-payment and determine the final method of account settlement. Now relax.....and enjoy the hospitality that only The George can produce.



Function Terms & Conditions

1. BOOKINGS

A written proposal will be provided for all tentative bookings outlining the terms of booking . Tentatives bookings will only be held for 7 days without payment of a deposit.

A booking will only be considered as confirmed once a deposit & signed confirmation sheet are received.

Function Bookings are available for two time allocations:

1. Lunch 11.30am – 3.00pm
2. Dinner 5.30pm – 10.00pm

Breakfasts, Morning Tea's or Afternoon Nibblies and Drinks may be available on request.

2. DEPOSIT/TERMS & CONDITIONS

A booking is considered to be confirmed when the deposit and signed confirmation sheet are received. Should the customer fail to provide a deposit/confirmation sheet by the deposit due date, The George may treat the booking as cancelled by the customer.

3. FINAL NUMBERS/FINAL PAYMENT

Final numbers of guests attending the function and food choices are to be advised to The George 10 business days prior to the function. Balance of monies owed for catering is required at the time of the function.

4. CANCELLATIONS

For cancellation of confirmed bookings the following conditions apply:

- If the event is cancelled more than 30 days prior to the event, then the full deposit will be refunded.
- If the event is cancelled within 30 days of the event, then the deposit is non refundable unless the function area is rebooked for that relevant date.
- If the event is cancelled within 7 working days of the event the deposit will be non-refundable.

5. LOSS

The George accepts no responsibility for loss or damage to any item of equipment, furniture or other property brought onto the premises by the customer or persons authorised by the customer.



Function Terms & Conditions

6. ALCOHOL AND FOOD

No food or beverages may be brought into The George by the customer or the customer's guests for consumption on the premises unless stated on the confirmation sheet.

7. RESPONSIBLE SERVICE

The George shall be responsible for ensuring the function is conducted in an orderly manner and in compliance with the rules and laws that govern the operation of a licensed premise in New South Wales.

8. MENUS

All Function Menus are based on a minimum of 30 guests. Menu's are valid until 31 August, 2012, however are subject to change at any time at the Chef's discretion.

9. DECORATIONS, THEMING & AUDIO VISUAL EQUIPMENT

The George permits clients to bring their own decorations, theming and Audio Visual equipment onsite (Any Audio Visual equipment is to be discussed and approved by Management at least seven (7) days prior to the event). Confetti, scatters, party poppers and blu-tac are not permitted and any decorations left onsite will be discarded unless arrangements are made prior to the event. Should excessive cleaning be required, additional charges may apply.

10. BISTRO & LOUNGE FUNCTION MINIMUM

The George offers 2 areas for functions

1. Bistro Function room

The Bistro Function Room caters for a maximum of 60 people. If a group of less than 50 requests this room exclusively for finger food only, then an additional hire fee of \$200 applies.

2. Lounge Area with or without Outdoor Deck

Our Lounge area caters for a minimum of 60 and a maximum of 100 guests. Groups of up to 60 will have the exclusive use of toilets, but will be required to share the outdoor deck with other guests of the Tavern. Groups of 80-100 guests will have the exclusive use of toilets and outdoor deck area.



BOOKING CONFIRMATION SHEET

Booking in Name of:

Date of Booking: Time of Booking.....

Number of Guests: Date Booking was made:

Date of Final numbers & food choices to be received no later than:

Area Booked (Bistro or Lounge):

Occasion:

Note: 18th birthday parties are not permitted on the premises due to the risk of underage drinking

PLEASE NOTE: PLEASE SEE ITEM 10 OF THE ATTACHED BOOKING INFORMATION SHEETS FOR FUNCTION MINIMUMS.

CONTACT DETAILS:

Name of Contact:

Day Time Contact Number: Mobile Number:

Email Address:

MENU SPECIFICS (please tick)

3 Course Elite Menu	2 Course Elite Menu	2 Course Standard Menu	Fingerfood <i>please circle</i>	Other
\$45 pp	\$38 pp	\$30 pp	\$13pp \$16pp platters	\$

Do any of your guests require dietary specific catering, such as vegan, vegetarian or gluten free alternatives (please circle)? Yes No

If so, please specify

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Do you intend to bring a special occasion cake (please circle)? Yes No

PRICING SPECIFICS:

No. of Guests:	Cost Per Head:	Hire Fee \$200 (applies if booking bistro function for less than 50pp for finger food only)	Total Cost:	Deposit Required:
				<input type="checkbox"/> Yes \$ _____

Total Deposit Due: Date To be Paid By:

I have read and understood the Terms and Conditions and my signature verifies I agree to be bound by its contents.

Name: Signature: Date:

EASY FAX BACK ON 02 4934 7183