



## **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 or ask a member of The George team to email or fax you a Function Pack or you can print a pack from our website, [www.georgetavern.com.au](http://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**

Deliver your Booking Confirmation Sheet in person, via facsimile or email or post to The George at Greenhills. We will notify you via telephone on receipt of your function details.



### **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 7 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 . Tentative 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

### 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 are to be advised to The George three (3) 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.



## **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 May 2009, 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.

