



2016 FUNCTIONS BOOKING FORM

Thankyou for choosing Chianti for your upcoming event. Completion of this form & payment of the deposit will secure your booking.

THIS FORM CAN BE EMAILED/ FAXED/ MAILED TO:

Chianti, 160 Hutt St Adelaide 5000 SA
P: 08 8232 7955 F: 08 8312 2511 E: events@chianti.net.au

BOOKING DETAILS

Upstairs Private Dining Room Booked:

Chianti Riserva (smaller private dining room) Gallo Nero (larger private dining room)

Booking Name/ Company Name:

Contact Person:

Phone: Mobile:

Billing Address:

Email:

Day of Event: Date of Event:

Number of Guests:

Event Start Time (please note early access fee applies): Event Finish Time:

Additional Information (ie. Occasion, Nature of Event):

Menu & Beverage selections are required a **minimum of 10 days** prior to your event date.

DEPOSIT DETAILS

\$500 (required) Higher Nominated Amount: \$

Payment Method:

Cash
 AMEX VISA/Mastercard Diners

Expiry date: CCV:

Name: Signature:

Company Cheque made payable to Chianti on Hutt Pty Ltd
 EFT minimum 5 days prior to event (remittance to be returned with Booking Form)

Use event date as reference number when processing payment.
Account Name: Chianti BSB:065 000 Account No:1181 5249



BOOKING FORM cont.

FINAL ACCOUNT

The final account must be paid in full prior to or on the day of the event.

We require credit card details to secure your booking - if payment is not made by conclusion of your event the full amount will be charged to this nominated credit card.

AMEX

VISA/Mastercard

Diners

Expiry date:

CCV:

Name:

Signature:

CONFIRMATION OF ACCEPTANCE

Payment of deposit secures your booking.

In paying this deposit you are accepting the terms & conditions of Chianti:

Name: Signature: Date: ____/____/____

TERMS & CONDITIONS

CONFIRMATION & DEPOSITS for an event booking must be made **within 5 days** of the original tentative booking. Completion of the booking form must accompany this confirmation. The deposit will be deducted from your final account. Management reserves the right to cancel the booking & allocate the room to another client if this confirmation is not received. CANCELLATIONS If an event is cancelled less than 48 hours prior to the event - the full food cost will be invoiced as a cancellation fee. Jan-Oct: Deposit will be refunded for cancellations 14 days+ prior to the event day. Nov: Deposit will be refunded for cancellations 30days+ prior to the event day. Dec: Deposit will be refunded for cancellations 60days+ prior to the event day. If an event is cancelled less than 48 hours prior to the event - the full food cost will be invoiced as a cancellation fee. FINAL NUMBERS are **required 5 days prior** to the event. This number represents the minimum numbers for which you will be charged. MENU & BEVERAGE selections must be finalised at least **10 days prior to your event**. Menu items are subject to availability & change. All effort will be made to advise you of any changes. FULL PAYMENT is required **prior to or on the day of your event**. Payment methods include cash, company cheque, Electronic Funds Transfer (EFT), credit/debit card. We do not allow separate accounts. There are no 'cash bar' facilities in either private dining rooms - all drinks are charged to one account. EARLY ACCESS to the private dining rooms prior to the service times stipulated on page 1 will incur a fee of \$60.00 per ½ hour. Access to the private dining rooms outside of Chianti trading hours will incur a fee of \$100.00 per ½ hour. There will be no access to the private dining rooms more than ½ hour prior to the event start time unless written approval is received by management. LATE DEPARTURE from the private dining rooms after event conclusion times stipulated on page 1 or as stated on the will conduct the function in an orderly manner in full compliance booking form, will incur a fee of \$30.00 per ¼ hour. COMPLIANCE It is understood that the organiser with Chianti Regulations & Liquor Licensing Laws. Chianti reserves the right to exclude or eject any objectionable persons from Chianti without liability. RESPONSIBILITY Organisers are financially responsible for any damage/breakages sustained to Chianti by the organiser, organiser's guests, invitees & other persons attending the function or persons contracted by the organiser to undertake works at Chianti. Chianti will not accept any responsibility for the damage or loss of merchandise left prior to or after the function. As a reminder to parents/carers, we respectfully advise that our service staff have a duty of care for all guests, but are not responsible for supervising children. Please note there is no barrier protecting children from the stairs. Children must be accompanied by an adult at all times when leaving the Private Dining Room confines. AUDIO VISUAL Organisers are financially responsible for any damage/breakages of equipment owned by Chianti or sub-hired by Chianti on behalf of the organiser. Chianti takes no responsibility for AV connectivity problems experienced with its AV equipment. RESPONSIBLE SERVICE OF ALCOHOL Chianti practices responsible service of alcohol on all occasions. Intoxicated individuals will not be served alcohol. Persons under 18 will not be served alcohol. DISPLAYS, SIGNAGE, DECORATIONS Nothing is to be nailed, screwed or adhered to any wall or other surface or part of the building. Confetti, scatters & sparklers are not permitted at Chianti. CLEANING General cleaning is included in the cost of the function. If cleaning requirements following your function are judged to be excessive, additional cleaning charges will be incurred.

LICENSING The Gallo Nero balcony is licensed for a maximum of 10 guests. CLOSING Chianti is open until **12pm**. Last drinks are called at 11:45pm. Your guests will be asked to vacate the function rooms by 12pm.