



# Agreement for Events & Functions

There are certain policies that are designed to ensure smooth running and to meet everybody's satisfaction of the event. Menus enclosed should be considered as a guide only. Our Chef will be only too happy to assist in further ideas or suggestions you may have. To ensure we can deal with these and any other requests we must have at least two weeks notice.

## Room Hire

A Room Hire fee of \$500 is payable and includes Room, co-ordination and service. Room hire is from 4.00pm outside normal operating hours.

## Duration of Functions

Functions are to conclude at the agreed time before midnight. All functions are for a 6-hour period or until 11.30pm whichever come first. If the function concludes after midnight room hire is applicable. Pre arranged extensions beyond the agreed time will incur room hire for each additional hour or part thereof:

\*120.00 per hour before midnight - \*250.00 per hour after midnight

## Deposits / Confirmation

Tentative bookings are held for 7 days. To confirm your booking, a deposit of \$500.00 is required. In the advent of unforeseen cancellation a refund of the deposit will be given if a replacement booking is secured for the date of the function. If no replacement booking is secured then the full deposit will be retained by Waterlife Restaurant and Bar.

## Payment of Functions

We require the full payment of the food account **ten (10) days prior to the function by cash, bank transfer or EFTPOS.** Intended numbers are to be advised no later than 10 (ten) days prior to the function. This is the minimum number of guests you will be charged for. In the event that a guaranteed number is not received ten days prior to the function, the most recent number of guests indicated would be the minimum number charged. **Any increases in numbers "AFTER 10 days prior to the function" may incur a 20% surcharge unless agreed otherwise.**

Any additional charges incurred on the date of the function are to be finalized by the conclusion of the event by cash or credit card. Please note a 2.5% charge applies to all **eftpos** transactions. We try to keep costs as printed, however suppliers fluctuate and prices are subject to change to meet these costs. All prices are GST inclusive. All events held on a public holiday incur a 15% surcharge.

## Miscellaneous

- We try to keep menus as printed, however seasons change and so does the quality of the produce and some changes may be needed to meet quality.
- Our Liquor License prevents the bringing of any alcohol onto the premises for events.
- Waterlife practices the responsible service of alcohol and asks your assistance in the implication of this policy.
- The client or any of its' guests or invitees are not permitted to bring food or beverage of any kind whatsoever onto the premises.
- The use of confetti, rice, or similar is strictly prohibited anywhere on the premises.
- Waterlife reserves the right to control the quality, style and volume of any entertainment booked by the client.
- Nothing is to be nailed, screwed, stapled or adhered by any means to any fixtures or fittings in the building. -All display and decorations other than normal table decorations proposed for the event by the client must be approved by Waterlife. Any damage whatsoever caused by displays and decorations, whether approved or not, will be at the expense of the client.
- While all care taken, Waterlife Restaurant and Bar accepts no responsibility for damage or loss of items left on premises before, during or after the event. Where matters are beyond the control of the Co-ordinators and impair or prevent the smooth running of the function the client releases any liabilities from Waterlife Restaurant and Bar.
- Any major damage caused to property within the Gold Coast City Marina including vessels, buggies or scooters, by the client or any guests will be at the financial cost of the client.



# Agreement for Events & Functions

NAME.....

ADDRESS.....

CONTACT NAME.....

CONTACT PHONE NUMBER;

B/H.....A/H.....

MOBILE.....FAX.....

EMAIL.....

FUNCTION DATE /TIME;.....AM/PM

FUNCTION DETAILS.....

I/We acknowledge and accept the terms and conditions stated and have paid a deposit of \$..... in confirmation of our booking.

Client's Signature:

.....

**Credit card details required as a bond for any breakages**  
(Centerpieces, wishing wells, seat covers, sashes and any items from any wedding package)

## PAYMENT METHERD

Type of payment:.....

Visa                       Mastercard                       Amex

Name on credit card:.....

Credit card number:.....

ESN (last 3 digits on back of card):.....

Expiry date: .....

Billing address for your card:.....

Bank details = NAB, Name = Waterlife Restaurant and Bar Pty Ltd  
BSB = 084 004    Acc = 831500575  
Reference = use your Name