



# THE LUCKY HOTEL BOOKING FORM

NAME OF BOOKING

SPACE

DATE OF FUNCTION

TIME FRAME

OCCASION

FUNCTION COORDINATOR

PRIMARY BOOKING CONTACT

EMAIL

MOBILE

GUESTS NUMBERS

STYLE OF EVENT

## DEPOSIT AMOUNT TO SECURE BOOKING

MINIMUM SPEND REQUIREMENT

PAYMENT DETAILS

**For EFT** our banking details are:

Bank: St George

BSB: 112879

Account Number: 78260443

ABN: 88 654 043 571

**Remittance: First Initial, Surname and Date of event ie. Jsmith010123.**

**Please email your remittance once complete to your coordinator**

CARD TYPE

**For Credit Card Payment (Please tick):**

*1.4% surcharge applies on all Credit Card Payments*

VISA

MASTERCARD

AMEX

NAME ON CARD

CARD NUMBER

EXPIRY DATE

I have read and accepted the above booking details. I have read and accepted the 'Terms and Conditions' document (separate document attached) applicable to booking a function at The Lucky. The Terms and Conditions document is required to be signed and returned to secure your booking, along with your booking form.

SIGNATURE

DATE

NAME (PRINTED)



# RUNSHEET FOOD ORDER

## PLATTERS (SERVE 10-15)

QTY	
	CHARCUTERIE & ANTIPASTI
	ARTISANAL CHEESE PLATTER
	SELECTION OF GOURMET PIES & SAUSAGE ROLLS
	HUMMUS & GUACAMOLE
	SELECTION OF GRAZING TABLES AVAILABLE (ENQUIRE FOR QUOTE)

## CANAPÉS (PER PIECE)

QTY		QTY	
	SYDNEY ROCK OYSTERS		HERB CRUMBED BOCCONCINI
	PROSCIUTTO & ROCKMELON SKEWER		GRILLED PRAWN SKEWER
	CONFIT DUCK & PORK CROSTINI		GRILLED CHORIZO & HALOUMI SKEWER
	SALT BEEF & MUSTARD CROSTINI		GRILLED PORTUGUESE CHICKEN THIGH
	BARBECUE PORK SPRING ROLLS		ROAST PORK BELLY BITES
	FALAFEL BITES		TEMPURA EGGPLANT
	ROAST MUSHROOM & PARMESAN ARRANCINI		

## ALTERNATE DROP

QTY	
	2 COURSES
	3 COURSES

## CHRISTMAS ALTERNATE DROP

QTY	
	3 COURSES

## FOOD SEQUENCE OF SERVICE/ LIST ALLERGIES

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# RUNSHEET BEVERAGE ORDER

## BEVERAGE PACKAGES

QTY	SELECT ONE BEVERAGE PACK	DURATION (PLEASE TICK)						
	STANDARD	3 HOURS		4 HOURS		5 HOURS		
	PREMIUM	3 HOURS		4 HOURS		5 HOURS		
	DELUXE	3 HOURS		4 HOURS		5 HOURS		

## BAR TAB

AMOUNT \$	
INCLUSIONS:	

## BEVERAGE SEQUENCE OF SERVICE

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## ADDITIONAL NOTES

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## FINANCIALS

TOTAL SPEND: \$	
DEPOSIT: \$	
TOTAL FOOD SPEND:	
TOTAL BEVERAGE SPEND:	
TOTAL MISC SPEND:	

**PLEASE NOTE:** All payments must be finalized 7 days prior to your event. By signing this form you authorize The Lucky Hotel to deduct any additional spends on the night not finalized before you leave the premises.



# TERMS & CONDITIONS

## DEPOSIT AND BOOKING PROCEDURE

The function date is confirmed on receipt of a signed The Lucky function form, along with a deposit for the amount specified. All catering is to be paid at least seven (7) days prior to the event. The remainder of the cost of the function must be paid on the day of the function. Should we not receive either the deposit or signed form, The Lucky reserves the right to release the booking.

## PAYMENT TERMS

Final payments for the function will be processed at the end of the function unless prior arrangements have been made with The Lucky Management. Please note that only credit cards, cash or EFT are accepted. Any payment not made on the night of the function will incur a credit card surcharge of 1.4% on the balance outstanding.

Public holidays incur a 15% surcharge, this is not included within the minimum spend. Prices are subject to change.

## FOOD AND BEVERAGE CONFIRMATION

All food (including any special dietary requirements) and beverage selections must be finalised two weeks prior to the date of the function. The Lucky reserves the right to substitute menu items (with an item of similar value) if the menu item selected is not available.

## FINAL NUMBERS

The confirmed number of guests attending the function is required seven (7) days prior to the date of the function. Charges are based on either the confirmed number of guests or the total number of guests that attended. Whichever is greater.

## CANCELLATION

Cancellation of a confirmed booking by a function organiser must be in writing. The following cancellation fees apply:

- If cancellation is received between 30 - 15 days prior to the function date, 50% of the deposit is payable to The Lucky.
- If cancellation is received between 15 days and 8 days prior to the function date, 50% of the estimated total function cost (less the deposit, which is forfeited to The Lucky) is payable to The Lucky.
- If cancellation is received within 7 days of the function date, 100% of the estimated total function cost (less the deposit, which is forfeited to The Lucky) is payable to The Lucky.
- If the confirmed booking is transferred to another date (beyond 30 days of the original date) 10% of the deposit is withheld.
- If the confirmed booking is transferred to another date (beyond 30 days of the original date) 50% of the deposit is withheld.
- A confirmed booking cannot be transferred to another date within a two-week window of the original date.

The estimated total cost of the function will be based on the higher of the numbers that were on the original booking form and the agreed spend.

The function organiser is responsible, and indemnifies The Lucky, for all costs and expenses associated with The Lucky's recovery of costs arising from the function organiser cancelling its function.

## COMPLIANCE WITH RULES AND REGULATIONS

All functions must comply with all rules, regulations and directions stipulated by The Lucky Management. This includes, but is not limited to Responsible Service of Alcohol, liquor licensing laws, OH&S legislation and fire regulations. The Lucky reserves the right to eject from the premises any person or persons who behave in a manner deemed to be inappropriate or violate any of the above mentioned laws and/or regulations.

## SECURITY

Depending on the nature of your function and/or licensing conditions security guards may be required. The cost of employing these guards will be charged to the function as an additional cost.

## LOSS OR DAMAGE

The Lucky will take all necessary care but will not take responsibility for any damage or loss of property of people attending the function or any items left after the function has ceased. The person(s) organising the function are financially responsible for any damage sustained or loss incurred to The Lucky property, fixtures or fittings, whether through their own actions or the actions of their guests or contractors. Nothing is to be attached or fixed to any part of The Lucky property without the prior written approval of The Lucky Management.

**DELIVERIES**

24 hours notice is required for any deliveries being made to the venue. All items must be marked with the name, date and time of the function along with the number of items being delivered. For lunch events deliveries will be accepted between 9.00am and midday. For evening events deliveries will be accepted between 4.00pm – 6.00pm. Please note that bump out is required post event.

**CLEANING**

Normal cleaning costs are included in the cost of the room hire. Any additional cleaning requirements deemed necessary as a result of the function may incur additional charges.

**MUSIC AND ENTERTAINMENT**

Bands/ DJ's are permitted for events, prior approval from the venue and your event coordinator pending your event location. Please note The Lucky abides by restrictions to excessive noise, and limits on volume may be imposed.

**FUNCTION CONTENT**

If The Lucky feels that a function may be in any way detrimental to the normal running of the business or may in any way affect its reputation, The Lucky reserves the unconditional right to cancel that function without liability.

**MANAGEMENT RESERVES ALL RIGHTS**

Lucky Management reserves the unconditional right to cancel any function without liability if unforeseen circumstances arise. If such a situation occurs, The Lucky commits to giving as much written notice of cancellation as possible.

In the event of an event cancellation by The Lucky, all deposits and moneys paid to The Lucky will be refunded.

**DECORATIONS**

The Lucky Hotel does not permit sparklers or candles with exposed flames. Any candles must be contained within a vessel higher than the lit flame (votive). No confetti like decorations are permitted (confetti, rice, rose petals, sand). Inappropriate decorations and entertainment in the form of topless waiter etc. are also not permitted.

**ACCEPTANCE**

On payment of the deposit amount and/or return of the signed The Lucky Function Form, the function organiser accepts the terms and conditions outlined above.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**NAME (PRINTED)**