

FUNCTION BOOKING FORM

EVENT DAY/DATE	TIME	FUNCTION TYPE <i>(please circle)</i> STANDING SITTING
TYPE OF EVENTS		NO. OF GUESTS

CLIENT CONTACT DETAILS

NAME OF CONTACT PERSON
COMPANY NAME
EMAIL ADDRESS
CONTACT NUMBER

MENU BUDGET *(excl drinks)* \$ /person

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Please list any allergies or dietary requirements (eg. gluten free, vegetarian)

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SHIRO IZAKAYA Japanese Restaurant consists of two floors. Upstairs can hold up to 40 people sitting down, and 70 people standing up, while downstairs can hold up to 60 people sitting down. We can offer sit-down meals, buffets and selections of canapés (small meals). Hiring is subject to the following Terms & Conditions.

1. FUNCTION BOOKING

1.1. Hiring is conditional upon the type of event and is subject to sensible drinking and any relevant licensing issues. SHIRO IZAKAYA Management reserves the right to refuse a booking for professional, health and safety, licensing or other business reasons. Paying a deposit constitutes agreeing to these terms and conditions.

1.2. Booking Form: A Booking Form provided will need to be returned to us at least 1 (one) week before the function.

1.3. SHIRO IZAKAYA Japanese Restaurant cannot guarantee your booking until the Terms & Conditions and Booking Form have been accepted.

1.4. Deposit

For events under 50 guests, minimum deposit of \$500 is payable at least 7 days prior to your function by credit card, bank transfer, or bank/personal cheque.

For events that require the whole restaurant, minimum deposit of \$5000 is payable at least 7 days prior to your function by credit card, bank transfer, or bank/personal cheque.

This will secure your date and reservation. The deposit will be returned on the date of your event, either redeemed against your total bill or refunded to a debit/credit card.

2. CATERING

2.1. The canapé selection for your stand-up party needs to be pre-ordered, budget/person needs to be specified, however we can custom-tailor the menu according to your group's need. Confirmed number of people, table plan and/or the information for name cards/individual menu should be provided a minimum of 7 (seven) days prior to your function.

2.2. Corkage: We charge \$10 corkage for wines only. It is highly restricted to bring any sake, spirits, food or other beverage into the premises by or on behalf of any customers. We recommend you inform your guests of this.

3. CANCELLATION

3.1. For events under 50 guests, booking cancellation 5 days prior to your function all deposits will be refunded in full.

3.2 For events that require the whole restaurant, all deposits will not be refunded.

4. LEGALITIES

4.1. Last orders: Last orders for drinks are at 11pm, with the drinking up time being 11:30pm. Should you wish to extend your finish time beyond this, we can apply for an extended license from the local authority. There are a limited number of Temporary Events Notices we can apply for in one year, so this might not be always possible. SHIRO IZAKAYA cannot guarantee the issuance of a late license extension, as this is at the discretion of the local authority. There is a charge of \$300 for this Notice. This charge is non-refundable. Processing a late night license requires time and the application and payment should be made to us 4 weeks in advance.

4.2. The organisers of the function will be held responsible for their guests and their conduct. We reserve the right to remove intoxicated guests from our premises. SHIRO IZAKAYA Japanese Restaurant also reserves the right to call short a function if guests do not act responsibly. Any deliberate damages and breakages during the event will be billed to the organiser.

4.3. CCTV is in full operation on the premises. If Guests are identified removing any items belonging to SHIRO IZAKAYA Japanese Restaurant, the management will contact the client for the return of the items or payment to the value of the items which were taken off the premises. Matters will be taken to the Police if necessary

5. PHOTO RELEASE

I hereby grant SHIRO IZAKAYA permission to use all photos in any and all of its publications, including website entries without payment or any other consideration. I waive any right to royalties or other compensation arising or related to the use of the photograph. I hereby hold harmless and release and forever discharge SHIRO IZAKAYA from all claims, demands, and causes of actions which I, my heirs, representatives, executors, administrators or any other persons acting on my behalf of my estate have or may have by reason of this authorisation.

Name: _____ Signature: _____

5. PAYMENT

We accept Cheque, Visa, MasterCard, Amex, and Cash. SHIRO IZAKAYA reserves the right to cancel your event, if deposits or full payment arrangements are not met by the agreed time. No refunds or credits can be offered for guests who fail to attend your event.

If paying by credit card, please complete the credit card authorisation below.

I hereby authorise the deduction from my credit card for services rendered at SHIRO IZAKAYA for the above function reservation.

All restaurant charges Deposits only

Mastercard Visa Amex

Card Number	<input type="text"/>		
Expiry Date	<input type="text"/>	CCV	<input type="text"/>
Card Holder's name	<input type="text"/>		
Signature	<input type="text"/>		

Bank Account Details for Electronic Funds Transfer (EFT)

Account Name : SHIRO UNIT TRUST

BSB No : 066-000 Account No : 1155 2942

The reference number must be quoted when making an electronic transfer. Please email your remittance advice for payments made to events@shiroizakaya.com

I hereby confirm that I have read and accepted the Terms & Conditions for Function/ Event at SHIRO IZAKAYA Japanese Restaurant.

Name: _____

Signature: _____

Date: _____