



















# BOOKING TERMS AND CONDITIONS



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### CONFIRMATION

Pelicans Landing must receive a minimum deposit of \$500 and a signed copy of the booking agreement to secure your booking and with the Pelicans Landing.

### CANCELLATIONS

All cancellations must be made in writing directly to the Function Manager on [info@pelicanslanding.com.au](mailto:info@pelicanslanding.com.au)

In the event of a function being cancelled and the following terms and conditions will apply;

For all function bookings, your \$500.00 room hire fee is non refundable.

0-14 days prior to the event, the cancellation fee will be 50% of the estimated value of the function.

14 days or more prior to the event, there will be no charges for the proposed function, excluding the \$500.00 room hire fee.

**PAYMENTS** All Card/Eftpos payments made over the phone or onsite will attract a 1.4% service fee,

the service is provided by Zeller and is a 3rd party charge. Zeller can be contacted on 1800 935 537. Part Payment - 50%

of your total estimated spend is required 90 days prior - to your function if the function exceeds \$5,000. Full payment must be

paid 30 days prior to the event. Beverages on consumption or tab limit this must be paid in full on completion of the function.

Methods of payment include, cash, bank cheque, credit card or eftpos.

### FINAL ATTENDANCE

Final Numbers must be confirmed a minimum of 4 weeks prior to the event. Should numbers decrease within this time, a charge for the food and beverage cost per person will made for the original number of guests confirmed.

All prices are current at the time of quotation but may be subject to change. All prices are G.S.T. inclusive.

### PRE-FUNCTION DETAILS

Menu selection must be made at least two weeks prior to your event. Table plans and seating arrangements must be presented

one week prior to your event. Place cards and final guest lists are required 24 hours prior to your event. Cake delivery on the day of

the function unless otherwise arranged.

### ROOM ALLOCATION

Pelicans Landing reserves the right to assign another room for the organised function, if necessary.

### FUNCTION DURATION & TIMES

All functions at Pelicans Landing are booked for a four-hour duration. Additional hours are charged at \$150.00 per hour, which can

be requested and confirmed with the Pelicans Landing Function Manager. Our Function Rooms are open until 12.00am, and for

events hosted in the evening, music must be turned off by 11:30pm due to EPA Laws & Body Corporate ruling with Aligned

Corporate Residences. **Guests have 15 minutes to exit the functions rooms, there will be a fee of \$100 charged for any**

**additional time of 30 minutes or over.**

### BUMP IN/BUMP OUT

We allow a one-hour bump in time prior to your event, and one hour bump out following your event conclusion. Set up by a third-

party vendor must be booked in with our Functions Manager. If you require additional bump in/bump out time for your function,

additional time will be charged at \$150.00 per hour.

### FOOD & BEVERAGES

Pelicans Landing does not permit food or beverages to be brought onto the premises, excluding selected cakes and desserts,

which are to be discussed and approved by the Function Manager.

### CAKEAGE

Individually plated with coulis & cream \$5.50 per person

Cut and placed on platters \$3.50 per person

### SMOKING

**Smoking is NOT permitted within level one function rooms and balcony. There is a designated semi enclosed balcony located on the ground floor restaurant at Pelicans Landing. Managements has the right to cancel event if guests not obeying rules.**

### MUSIC & AV

You are welcome to play your own music in the function rooms, however the discretion of music noise levels is managed by

Pelicans Landing at all times.

### RESPONSIBILITY

Pelicans Landing does not accept responsibility for damage or loss of person's property left in our function rooms prior to, during or after a function.

### DAMAGES

Patrons are responsible for any damage sustained to any of our function rooms, property or equipment by guests or outside contractors prior to, during, or after a function.

### CLIENT RESPONSIBILITY

The client is required to inform all relevant persons involved in the organizing of the function, whether colleagues or contractors, of Pelicans Landings' terms and conditions. No Subwoofers allowed in our venue.

### DISPLAYS AND SIGNAGE

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or any other surface or part of the building without permission from the Function Manager.

### CONFETTI

No confetti, rose petals, rice, foil table scatters, glitter or other like decorations are to be used in our function rooms.

An additional \$100 cleaning fee will apply.

### SECURITY

Pelicans Landing reserves the right without liability to exclude or eject any or all objectionable persons from the premises.

### ENTERTAINMENT

There are no smoke machines or dry ice machines permitted at our establishment. Any smoke or dry ice machine that results in a Metropolitan Fire & Emergency Service call out & subsequent fee will be the client's responsibility.

**PUBLIC HOLIDAYS** 20% Surcharge applies for any bookings on a public holiday.

# FUNCTION BOOKING FORM



**This booking agreement form is required to be completed and signed to confirm your function booking at Pelicans Landing, Williamstown.**

**Contact Name**

**Contact Number**

**Day & Date:**

**Occasion**

**Function Room**

Pier Room or Bay Room  
or the Whole Floor

**Event Start Time**

**Number of guests**

**Function Type**

**Cocktail Function**

**Sit Down Dining**

**Email Address:**

**Function Name**

**Your room hire fee of \$500.00 is required, accompanied with the completion of this function booking form.**

Please complete your credit card details below. If you would prefer to make an alternative payment, please contact the Pelicans Landing Function Manager.

Credit Card number

CC Expiry

CCV Number

I, \_\_\_\_\_ **(Client's Name)**, have read and understood the **Pelicans Landing Function Booking Terms & Conditions Agreement** .

**Signature** \_\_\_\_\_ **Date :** \_\_\_\_\_

**Please submit this booking form to the Pelicans Landing Functions Manager for approval. A formal confirmation will then be provided to you to secure your event booking. Pelicans Landing | 1 Syme Street, Williamstown (03) 9397 0155 [info@pelicanslanding.com.au](mailto:info@pelicanslanding.com.au)**