



Your function at Wheeler's | Terms & Conditions

Upon payment of your initial deposit, you are here-by agreeing to the terms and conditions listed within this document, so please take the time to read carefully. The full schedule of payments and key dates is as follows:

NO LATER THAN 14 DAYS FROM ENQUIRY

- Non-refundable security deposit to secure your event date and time.
- Events hosting less than 25 people pay \$150.
- Events more than 25 people pay \$250.
- Exclusive Hire events pay \$1000.
- Your event date will be released after 14 days if this security deposit is not paid.

7 DAYS PRIOR TO EVENT

- Final changes to menu items due.
- A per-head charge for any additional attendees on the day is agreed upon.
- Event quote is finalised with any amendments made to set up, menu items and timings.
- 50% of the predicted event cost is paid on this day.

3 DAYS PRIOR TO EVENT

- Final catering numbers are confirmed in writing to this email address.
- Final catering numbers confirmed at this time determine the minimum event cost.
- The remaining 50% of the event cost is paid on this day, based on confirmed catering numbers

ON THE DAY OF EVENT

- A bar tab will be used to calculate to cost of all beverages throughout service and any incidental items ordered and consumed on the day.
- Please let us know in advance if you would like to cap the bar tab at a certain amount
- If extra attendees arrive on the day, in addition to the confirmed numbers, they will be added to the tab at the 'per head' charge.

INVOICING AND PAYMENT

- Payment must be finalised by cash or credit card on the day before departing the venue unless otherwise arranged by cheque or post-pay invoice (payable by EFT).
- Any security deposits made will be credited to the final bill.

CANCELLATION POLICY

- If you cancel up to 7 days prior to your booking, 50% of your security deposit will be forfeited.
- If you cancel within 7 days of the booking, 100% of your deposit of will be forfeited.
- If you cancel within 3 days of the booking, your deposit plus 50% of the event cost will be forfeited.

*Rescheduling your booking within 7 days of your event is classed as cancellation

I hereby agree to these terms and conditions.

Name _____ Date _____ Signature _____

Deposit paid _____ Date of function _____