



## CONFIRMATION FORM

Booking Name: \_\_\_\_\_  
Number of Guests: \_\_\_\_\_  
Event Date: \_\_\_\_\_  
Event Time: \_\_\_\_\_  
Catering Serving Time: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Deposit Paid: \_\_\_\_\_

### Catering & Drink Requirements:

No.	Description:

Special Instructions for Set-up: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

## TERMS & CONDITIONS

The following terms & conditions are set in place to ensure that the administration and execution of your function will meet your expectations.

### **Bookings and confirmation**

Strictly no 18th birthday parties and under-age drinking at Bridge Street Brewery. The venue hire fee serves as a non-refundable deposit for your event. Bookings are only considered confirmed once Bridge Street Brewery has received proof of payment. This quotation is valid for 7 working days. Should there be another enquiry for your requested date before your quotation period expires, we will notify you. All catering needs to be confirmed 48 hours before your event. Changes to catering times will only be accepted in writing 48 hours before serving.

### **Payment**

On receipt of your signed confirmation sheet, we will send you a deposit invoice for payment within 5 working days. Should Bridge Street Brewery not receive proof of the deposit payment within 7 working days of the date appearing on the invoice, the booking will be considered cancelled. An invoice with all additional costs will be sent to you after the function and the account should be settled within 7 working days from the date appearing on the invoice.

### **Damages and Losses**

Whilst every precaution will be taken to ensure the safeguarding of your belongings, Bridge Street Brewery will not be liable for loss or damage to any property whatsoever (décor, gifts, valuables, banners, training material etc). We recommend that all personal and valuable property be removed directly after the function. Should the Bridge Street Brewery buildings, surrounding gardens, décor, furniture or any goods of the venue be lost or damaged in any way during the set-up, duration or breakdown of the event, the client shall be held responsible and will be billed accordingly.

### **Cancellation Policy**

Our cancellation policy is based on reserving a specific date. Once we receive written confirmation of the event, we ensure availability according to your needs which limits availability to other clients and business. Should you cancel your event after Bridge Street Brewery has received confirmation of the date requested (confirmation contract, e-mail or any written confirmation) the following cancellation fees will be applicable: A cancellation of 10 days or more after receipt of confirmation will result in a 50% liability of the venue hire fee quoted. Cancellations will only be accepted in writing from an authorized signatory. Please ensure receipt of cancellation with your function coordinator. Kindly note that Bridge Street Brewery reserves the right to cancel your function should all fixed costs not be paid 1 working day prior to commencement of your event.

### **Noise Policy**

No DJ's or external sound systems are allowed to be brought in for events in the Tap Room. We do not allow musical group / bands consisting of more than 2 members. Sound levels need to be kept at a respectable level which does not compete with the music in the restaurant. Music needs to be turned down at midnight. Management reserves the right to switch off any music that is causing a problem for other patrons or our neighbors.