



14 February 2008

Dear

Thank you for choosing Coriander for your . The following terms and conditions are provided to ensure your function is a success for everyone involved.

- To book and confirm Coriander for your please sign and return this form with your \$500 non refundable deposit.
- Function prices as quoted are correct at time of quote, however may change given produce price increases, extra inclusions or long term future bookings. Prices will be confirmed at final meeting.
- Confirmation of final numbers is required seven days prior to the date of your function, with confirmed numbers being billed even if there are late cancellations. At this time payment for the food component is also required. The itemised bar account will be settled on the night at the conclusion of the function. If a beverage package is purchased this is to be paid at the same time as the food component.
- Coriander will not be responsible for damages or loss of property left on the premises prior to, during or after the function; this responsibility lies solely with the client. The client accepts financial responsibility for any damage to the premises, and grounds, or its fittings and equipment, caused by guests in the course of the function. Coriander does not encourage the use of confetti or similar, and if so a \$50 clean up fee applies.
- Function set up costs including rectangular tables, linen, glassware, cutlery and guest menus are included in the food charge. However, the cost and selection of table decorations, name place cards, entertainment, etc is the client's responsibility and liability.
- All cancellations must be made in writing. The \$500 deposit is non refundable.

	<p>Functions & Accommodation Northern Highway PO Box 1327 Echuca Vic 3564 T 03 5480 1254 F 03 5480 7901 M 0409 801 847 E info@coriander.com.au W www.coriander.com.au ABN 96 742 736 382</p>
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Function Fees (in addition to food and beverages)

- Exclusive Use of Venue \$500
- Ceremony \$250 (use of outside area only for wedding ceremony)
- Room Hire Full Day \$250 (conferences only)
- Room Hire Half Day \$150 (conferences only)
- Outside Bar \$100
- Offsite Catering \$5.00 per person

In signing this form I understand the above terms and conditions.

Client Details

Name/s: _____

Address: _____

Contact Number: *Home* _____
Business _____
Mobile _____
Fax _____

Email: _____

Function Details

Type of Function: _____

Date of Function: _____

Number of Guests: *Adults* _____
Children _____

Starting Time: _____

Finishing Time: _____

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I/we enclose payment of \$500, as a deposit for the above function. I/we agree to pay the balance of the function fee the day of the function (note a 3% processing fee is applicable to credit card payments). I acknowledge having received a copy of the terms and conditions and undertake to comply with all terms and conditions.

Print Full Name

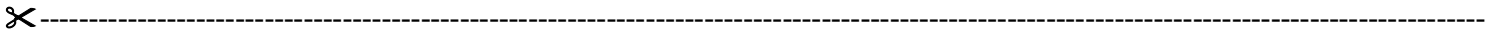
Signature

Print Full Name

Signature

Yours faithfully




IAN PHILLIPS & JUDI GILLSON



Client Code:

Payment: \$

Invoice No:

-  Cheques or money orders made payable to Coriander. Please include payment advice with payment.
-  Credit card payments can be made by telephone on (03) 5480 1254 or by completing and returning the details below.
-  Direct debit payments can be made using our account details below.

Account Name: Phillips and Gillson

BSB: 013 620

Account No.: 1074 46926

Reference:



Cardholder Card No. _____

Expiry Date: __ / __

Cardholder Name: _____

Signature: _____

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