the butterfactory

restaurant • café
functions • catering

your perfect venue

CONFIRMATION OF FUNCTION
STATEMENT OF COSTS

prepared for

name _____ mobile _____

name _____ mobile _____

email address _____

postal address _____

date of function _____

I have read, understand and accept the following information and terms and conditions

signature of client _____ date _____

witnessed by butterfactory _____ date _____



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venue hire costs

FUNCTION VENUE HIRE

☐ Sun Room, Bar, Coolangatta Terrace 3.30pm -12am	$400
☐ Grand Gallery, Sunrise Deck, Front Garden 3.30pm -12am	$600
☐ Whole Premises 3.30pm -12am	$1400

Venue hire includes all tables dressed in white linen with white linen napkins.

ADDITIONAL COSTS

☐ Refundable bond	$500
☐ Set-up, cleaning fee and waste disposal	$150

OFF-SITE FUNCTION COSTS (DEPENDENT ON FUNCTION)

☐ Staff travel @ $25 p/hour p/staff	$
☐ Equipment hire	$

DEPOSIT/AMENDMENTS/CANCELLATIONS

☐ Deposit $10 per person	$
☐ Payment by credit card surcharge 2% of total charge	$

Cancellation of booking total refunded 60 days prior to function. Inside 60 days prior to function no refund.
A current credit card imprint must be provided to secure any booking.

CREDIT CARD AUTHORITY FORM

Credit Card Type: Credit Card Number:

Cardholder Name:

Name of Client if not Cardholder:

Expiry Date: CCV Number:

Amount to be Charged: Cardholder Signature:

Payment for (e.g. food/bar/deposit on function):

For signature verification please attach a copy of ID e.g. Drivers License.

Credit card surcharges will apply when paying by credit card. In the event that payment has been made to the butterfactory restaurant by credit card, and the butterfactory restaurant has passed on the payment to the service provider you agree that you will not seek to charge back your payment to the butterfactory restaurant. By signing this form I acknowledge that I am providing the butterfactory restaurant with my credit card details for the primary purpose of completing my arrangements.

DIRECT DEPOSIT DETAILS

Account Name: AJ & MAK Heffill Account No: 188363128 BSB: 012787

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We are delighted to confirm your forthcoming function arrangements. Please check your details and statement carefully. All costings and quotations are current, but are subject to alteration and/or increase in line with CPI without notification until final payment.

MINIMUM NUMBERS

In order to hire the butterfactory restaurant for your venue minimum numbers apply.

SUNROOM - minimum 20 - maximum: 50 (seated) or 65 (cocktail style)

GALLERY - minimum 40 - maximum: 110 (seated) or 150 (cocktail style)

- Confirmation in writing and a deposit based on $10 per person is required within 14 days of making the reservation.
- Management reserves the right to cancel any reservation that has not been confirmed within 14 days of being made.
- An estimate of final numbers is required three weeks prior to the event, and final confirmation is required two weeks prior to your function, at the time of pre payment.

CANCELLATION

- All cancellations must be in writing, and deposits are refundable up to 60 days prior to the function date.
- After the aforementioned time frame, or in the case of non-arrival, cancellations shall forfeit all monies paid, and the restaurant reserves the right to charge for the numbers confirmed.

QUOTED PRICES

- All pricing is inclusive of GST.
- Whilst every effort is made to maintain prices, all pricing may be subject to alteration prior to your function.

PAYMENT

- All food costs are to be paid two weeks prior to the function at the time of final number confirmation.
- The client is responsible for advising final numbers and should they not be advised, the client may be charged for the number estimated.
- Beverage packages and food must be pre paid at the same time. Consumption accounts settled at the conclusion of the function.
- Payment can be made in the form of cash, cheque, direct deposit or credit card. Credit card surcharges apply.
- Invoicing of the final bill can be arranged for corporate functions; however notification of this must be given no less than 14 days prior to the function date. Approval for invoicing is at the discretion of the management, and cannot be granted on the day/night of the function.

DELIVERY AND COLLECTION OF GOODS

the butterfactory restaurant will only accept delivery of goods on the day of the function and all goods must be collected on the same day unless prior arrangements have been made.

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FOOD AND BEVERAGES

the butterfactory restaurant does not permit food or beverages to be brought onto the premises (wedding cakes excluded). Please note that all food and beverages listed within this package are subject to change without notice.

MENU SELECTION

- Menu selections must be made at least two weeks prior to your function.
- Where menu selections have not been made within this time frame, management reserves the right to make menu selections on the client's behalf.

SPECIAL REQUESTS

- If you have any special requests: i.e. special dietary requests, every attempt will be made by management to accommodate your request. We ask that all of these special requirements be confirmed with the final menu selection at least 2 weeks prior to your function.
- If a special diet is requested on the day of the function we cannot guarantee to meet the request.

RESPONSIBLE SERVICE OF ALCOHOL

the butterfactory restaurant is committed to the responsible service of alcohol. Intoxicated guests will not be served. It is a requirement of the law that intoxicated persons are removed from licensed premises.

CLOSING TIME OF FUNCTION

- If guests are still occupying the venue after the completion time that has been agreed, a charge of $250 per hour for every hour or part thereof until all guests have vacated the premises will be added to the total cost.
- All prices and quotes are based on a maximum of four hours continuous service from the commencement of canapes to the completion of the clearing of dessert. If you as the client wish to extend this time a charge of $200 per hour or part thereof will be levied on your final bill.
- Daytime functions must be completed and all guests to have left the premises by 3.00pm.
- Evening functions can begin after 3.30pm.

DAMAGES

The client is financially liable for any damage to restaurant property, fixtures or fittings whether sustained by their own actions, or through the actions of their guests, contractors or sub-contractors. Nothing is to be nailed, screwed or stapled to the walls, doors or other surfaces which are part of the restaurant.

INSURANCE AND PUBLIC LIABILITY

the butterfactory restaurant accepts no responsibility for damage or loss of merchandise, equipment or personal articles left in the restaurant, prior to, during or after a function.

PUBLIC HOLIDAYS

An additional 10% surcharge will apply to the account total on all public holidays.