**EVENT BOOKING / CONFIRMATION FORM**

**Event Details**

Name of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Session: < > Lunch < > Dinner < > Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of guest: \_\_\_\_\_\_\_\_\_ Min. guarantee (80%) : \_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Menu: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Price:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Deposit (50%):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

\*Balance/Full payment will be required to be settled at the end of the event

Remarks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Contact Details**

Name (& Co.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hp No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Payment Details**

Mode of payment: < > Cash < > Credit Card < > Cheque

\*Credit card provided is for booking guarantee only

Name of Cardholder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

16 digit card no.: \_\_ \_\_ \_\_ \_\_ - \_\_ \_\_ \_\_ \_\_ - \_\_ \_\_ \_\_ \_\_- \_\_ \_\_ \_\_ \_\_ CVV2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of expiry: \_\_\_\_/\_\_\_\_\_\_\_ (MM/YYYY) Type of card: < > Visa < > Master < > Amex < > Others: \_\_\_\_\_\_\_\_\_\_

**Terms and Conditions**

**Legalities**

* 1. The organisers of the function will be held responsible for their guests and their conduct. In ITALY Bar Ristorante reserve the right to remove intoxicated guests from our premises, or call short a function if guests do not act responsibly. Any deliberate damages and breakages during the event will be billed to the organiser.
	2. CCTV is in full operation on the premises. If guests are identified removing any items belonging to In ITALY Bar Ristorante, the management will contact the client for the return of the items or payment to the value of the items which were taken off the premises. Matters will be taken to the Police if necessary.

**Cancellation**

50% of the deposit will be forfeited if cancellation is made within 1 week, and 100% if made within 24 hours.

Once confirmed, any changes made to the menu, 72 hours prior to event, will be at discretion of the management.

I hereby confirm that I have read and accepted the Terms & Conditions.

Name & Authorised Signature: Co. Stamp: Date: