

Terms and Conditions

By signing the terms and conditions below you agree to provide details for a \$500 deposit (GST Inclusive) and to pay the agreed costs of your function within the specified payment period. A tax invoice will be issued after each payment is made.

Confirmation of bookings

Confirmation of your booking is verified by the payment of a \$500 deposit. The deposit will be subtracted from the final invoice.

Changes and cancellations

In the event of substantial changes to your event (i.e. a change in date) or the cancellation of your event you agree to be bound by the following cancellation fees.

Any notice of date change or cancellation must be provided in writing

Cancellation fees –

Notice Provided	Cancellation Fee
Greater than 60 days	100% Deposit refundable
30 – 60 days	50% Deposit refundable
7 – 29 days	Deposit Non-refundable
Less than 7 days	100% catering charges payable

Minimum Spend

The following minimum spend amounts relate to all functions held at the National Portrait Gallery. The prices are based on length of room hire and calculated on a per person basis. Minimum guest numbers for all events are 30 attendees.

All-day conference (from 8.30am until 4.30pm)	\$35pp
Half-day / short conference (prior to 5pm)	\$10pp
Function after 5pm	\$37pp

Guaranteed Numbers, Menu Selection & Dietary Requirements

Final menu selection and/or beverage package selection must be made 2 weeks prior to the function.

A minimum guaranteed number of guests and any dietary requirements must be provided no later than 4 business days prior to the function. This will be the minimum number billed, final numbers may be increased up to 48 hours before and this increase will be charged on the final invoice. A decrease in numbers will not affect the final invoice.

Any additional dietary requirements requested on the night will be charged at \$18 for each entrée, \$32 for each main and \$16 for each dessert.

Payment terms

Corporate and Government Functions – 10 business days from invoice date.

Private functions – 4 business days prior to the function.

Overdue accounts will incur interest charges.

Preferred methods of payment are electronic funds transfer or cheque.

Credit card payments will incur a 2% surcharge

Pricing and menus

Prices quoted are current and GST inclusive. Prices may be subject to change without notice. Menus may be seasonally adjusted to reflect local produce & freshness of the season.

Functions held on Sundays will incur a surcharge of 10% and those held on a public holiday will incur a surcharge of 15%.

Portrait Cafe & Catering

To confirm your event, please sign and return the following with details for a \$500 deposit.

Client name to be invoiced: _____

Contact client name: _____

Phone: _____ Mobile: _____

Email: _____

Event date, time & type: _____

Payment Details:

Option 1 – Payment by Credit Card

Credit card details for payment of deposit: VISA / MASTERCARD / AMERICAN EXPRESS

Credit card number: _____

Expiry ____/____ Security Code (3 digit number on rear of card) _____

Authorise payment of balance of invoice via credit card on conclusion of function: YES / NO

Please note – credit card payments will incur a 2% surcharge

*

Option 2 – Payment by direct debit

Please include full name if making payment by direct debit.

Account name: Venus Food

BSB: 062 905

Account no.: 1015 1763

*

Option 3 – Payment by cheque

Payment by cheque will need to allow time for postage delivery, bank deposit and 24 hour cheque clearing. Please ensure you allow sufficient time as set out in your relevant payment terms for this to take place.

*

If payment is made by credit card, you acknowledge that you are the credit card holder, or have the authority and permission to sign on behalf of the original credit card holder.

By signing below, you acknowledge that you have the authority to act as the signatory for your event.

By signing below, you agree to be bound by the Terms and Conditions set out on the previous page.

Signature: _____ Date: _____

Name: _____

To confirm your booking please return this signed terms and conditions with your function confirmation form and deposit. Please scan and send via email, fax or send to:

Venus Food
c/o National Portrait Gallery
King Edward Terrace, Parkes ACT 2600