

Firefly T&C's and Booking Form.

BOOKINGS CONFIRMATION, PAYMENT

Thanks for booking at Firefly - we look forward to making your gathering enjoyable and hassle free. We require credit card details for all bookings of 10+ A deposit of \$20 per attendee will be processed for parties of 25 + which will be refunded *or* deducted from your bill on the day.

Please fill out the form below and return to firefly@fireflybar.com.au

Note that in both instances a booking is only confirmed once we have taken credit card details/processed the credit card deposit and a member of our team has emailed you a confirmation.

CANCELLATIONS, REFUNDS

Smaller Bookings (up to 24 guests) may cancel without penalty as long as you give us 24 hours notice. If you give us less than 24 ours notice we reserve the right to charge a \$20pp fee. If you are a "no show" (do not turn up for your reservation without telling us) we will automatically charge a \$20pp fee to your card.

Larger Bookings (25+ guests) may cancel without penalty as long as you give us 72 hours notice. If you give us less than 72 ours notice we reserve the right to charge a \$20pp fee at our discretion. If you are a "no show" (do not turn up for your reservation without telling us) we will automatically charge a \$20pp fee to your card.

CHRISTMAS PERIOD 1/12/17 - 31/12/17

Due to nature of the season do note that for all bookings for the Christmas Period all reservations and deposits are binding and once made there will be no refunds under any circumstance.

SPECIAL EVENTS CONDITIONS

Do note that for special events such as wine dinners, Melbourne Cup, and other ticketed events, we will request payment in full which is non refundable unless you have given us 72 hours notice in writing via email.

SERVICE CHARGE & PUBLIC HOLIDAYS

All parties of ten or more guests attract a service charge of 8%. An Event held on a Public Holiday additionally incurs a 10% surcharge.

FUNCTION TIMES

All events will call last drinks at no later than 1145pm.

GOOD CONDUCT, DAMAGE TO PROPERTY

Firefly Bar & Dining Management reserves the right to refuse entry or to remove from the premises any guests for unruly behaviour.

As organiser you shall remain responsible at all times for loss or damage to the property of Firefly Bar & Dining caused by you or any of your guests. Any costs incurred will be directly charged to your credit card.

ENTERTAINMENT & DECORATIONS, CAKEAGE.

All entertainment and decoration e.g DJ' or performers are subject to approval by Us.

You may arrange a time to come in prior to your event to decorate.

You are welcome to bring your own cake for your event. We do not charge cake-age.

By signing you confirm you understand and agree to these terms and conditions. You acknowledge that your booking will be confirmed once cc details are provided below & we email you written confirmation. We confirm your cc details will only be used in the manner outlined above.

SIGNED: _____ NAME: _____

CARD NUMBER: _____

EXPIRY (dd/mm) _____ / _____ 3 digit CCV _____

We treat card details with the utmost privacy and security. Record of card details are destroyed immediately following your event.