QT CANBERRA EVENT BOOKING FORM

CAPITOL BAR AND GRILL

To make your booking please complete this form and please send to our Events team at

functions_qtcanberra@evt.com

Please note that your booking is not confirmed until you have received a confirmation.

Booking Date: **December 25, 2022**

Function Name: **Christmas Day at Capitol Bar and Grill**

Booking Time: **12pm**

Email: _____

Company: _____

Contact: _____

Number of Guests: _____

Mobile: _____

Special Requests: _____

FOOD MENU SELECTION

	Adult - Interactive Marketplace Menu & 3 Hour Premium Beverage Package **$220pp**
	Teen (11 - 17 years) - Interactive Marketplace Menu & 3 Hour Soft Drink Package **$150pp**
	Child (5 - 10 years) - Interactive Marketplace Menu & Soft Drink or Juice **$50pp**
	Child (Under 5 years) - Dine FREE

Allergies / Dietary Requirements: _____
(please note that we may be unable to meet dietary requirements if not previously advised)

SECRET SANTA

Number of Children:
*For Secret Santa

Name	Age

TERMS & CONDITIONS

BOOKING CONFIRMATION & DEPOSIT DETAILS

Please complete, sign and return your booking form as soon as possible via email. You will receive a function confirmation within 24hours, please note your function is not confirmed until we receive a signed copy of the booking form and full prepayment. Credit card details will be required to hold your booking. Any food, beverage or other incidentals must be settled at the conclusion of the function, all major credit cards are accepted; Amex, Visa, Diners or MasterCard or cash (Please note a merchant service fee of 3.5% applies to AMEX, diners or JCB cards and 1.18% to Visa and Mastercards) Unfortunately **cheques are not accepted.**

CANCELLATION POLICY & FEES

Guaranteed numbers are required 7 days prior to the function and charges will be based on these numbers or on a final head count, whichever is greater. Any reduction of guest numbers inside of 7 days will incur a penalty of the confirmed menu option price, per person. In the event that the booking is cancelled in its entirety with less than 7 days notice, a cancellation fee of100% of your estimated total will be charged to your nominated credit card.

RESPONSIBLE SERVICE OF ALCOHOL & SMOKING AREAS

Clients are asked to be responsible and assist with ensuring the orderly behaviour of their guests whilst at QT Canberra. Management reserves the right to refuse entry and enforce related RSA, licensing and good behaviour practices.

DRESS CODE

Tidy dress is required in all QT restaurants or lounge bars. Guests may be denied access at the discretion of management or security.

CATERING & BEVERAGE

All menu prices and wine vintages are current as of the date they were issued by the Hotel. However, the prices and vintages may be subject to change at the Hotel Management's discretion in order to meet changing costs. Note, no food or beverage may be brought into the Hotel by any party, due to health and licensing regulations. Any pre-selected beverages or bar tab selections are to be confirmed 5 days prior to the booking date to ensure availability.

CATERING & BEVERAGE

CARD TYPE (please tick) ☐ VISA (1.08%) ☐ M/C (1.08%) ☐ AMEX (1.08%) ☐ DINERS (3.5%) ☐ JCB (3.5%)

Credit Card No _____ x x x x x x x x _____ Exp. Date _____

Name of Cardholder _____

Please only fill in first 4 and last 4 digits of credit card number. Full credit card details to be provided over the phone or via Fax: 02 6257 3071
I have read and understood the terms and conditions of QT Canberra Restaurants and Bars. I authorize for any required deposit or cancellation fees to be deducted from the above credit card if applicable as per the T&C's

Cardholder Signature _____ Date _____

Until your booking form and credit card authority is received, QT Canberra cannot confirm your booking which may result in the space becoming unavailable. Please note that payments are non-transferable or refundable. Please be advised that any charges incurred, which are not settled at the conclusion of the event, will be charged to the card details above