

Dockside Group 2010 School Formal Information

Terms & Conditions

Food and Beverage Service

- Entrées, Main Courses & Desserts are served to the table.
- For Year 10 or 11, alcohol will not be served at all, including teachers, parents or guests.
- The bar closing time is **11:30pm sharp**.
- Final menu selection is required 21 working days in advance of the function.

Entertainment

DJ

Contact:- James, Mobile: 0411 144 199

Photography

Silvercity Photography 02 9552 2402

No other photography companies are allowed unless prior arrangement

Seating Arrangements & Room Allocation

Each venue/room has a minimum number restriction placed on it.

Please contact us to discuss details.

Security

Dockside Group will provide security for the duration of the Formal

Venue access

The venue will be accessible from 6.00 pm to enable organisers to arrange decorations, flowers, balloons etc.

Bookings & Confirmations

Minimum guaranteed numbers apply. A reduction of the number of guests attending the function, to below this specified number, may regrettably alter the room availability.

The final confirmed number of guests attending is required 21 working days prior to the function.

Final menu selections are required 21 working days prior to the function.

Deposit/ Bond/ Payment/ Cancellation

- The deposit/bond (\$1,000.00) **is in addition to the full/final account**, and will be refunded upon inspection of the venue/room at the completion of the function. (This is a normal practice and a strict policy of The Management.)
- In the event of a confirmed function being cancelled prior to 9 months before the event the deposit will be refunded in full.
- Cancellation within 9 months of the function date will incur a loss of deposit.
- All cancellations and amendments are required in writing.
- Full payment of the food & beverage package is due 21 working days prior to the function with a Bank or School Cheque only.
- Should payment not be received by this time, Dockside Group reserves the right to cancel or transfer the booking and the deposit is then forfeited.
- No smoking, eating or drinking on the balcony.
- If final numbers are below minimum numbers required an additional cost for Venue Hire, DJ and Security will apply