

Group bookings terms and conditions

Thank you for considering 3 Doors Down for your upcoming function. We offer a number of menu options, which can be tailored to meet your individual requirements.

Confirmation of your set menu selection is required with your initial booking and final numbers for your function must be received 1 week prior to the event. Unfortunately, due to catering requirements, these final numbers will be charged for irrespective of a decrease in numbers on the day.

Bookings

To confirm a booking, **ALL** of the following is required;

- The attached terms and conditions page must be signed, dated and completed in full, including Banquet selection and minimum guest numbers. This form must be submitted in person or via email. Any additions or alterations must be followed through with a newly completed form or an initial against the clearly visible changed form. Changes taken via phone will not be accepted. Confirmation of your booking will be made by the Manager Jai Upadhyay via email.
- A 20% deposit. This deposit will be based on the original number of guests booked, multiplied by the price of the banquet selected. Any additional guests who will be joining your function and ordering on the day/evening; or those children <12 years who will be ordering from the Children's Menu, will not be included in the deposit calculation.
- Deposits may be paid in person via Cash, Debit, Visa or Mastercard. Unfortunately, Cheques are WILL NOT be accepted.

Numbers

- Your minimum charge on the day of the function will be 100% of the confirmed booking number 48 hours prior to the event multiplied by the price of the selected banquet minus the deposit taken.
- Increases in numbers will be allowed and based on availability. If additional guests arrive on the day, all efforts will be made to accommodate; however, cannot be guaranteed.

Cancellation

- A full refund of your deposit will be provided if 3 Doors Down is provided with confirmation of your cancellation no less than 7 days prior to the scheduled event.
- If you give less than 7 days notice of your cancellation, your deposit WILL NOT BE REFUNDED.

Exclusive Events & Half Venue Use

- The minimum spend at an exclusive event is \$5,000.00 for functions held Thursday & Sunday; and \$7,000.00 for functions held on Friday and Saturday nights.
- The minimum spend for private use of half the venue is \$3,000.00 for functions held Friday & Saturday nights. The minimum cost of food and beverages up to these prices on the respective day of the week is included in the price; this ensures use of the Restaurant from 5:00pm - 11:30pm.  
All guests must vacate the premise by no later than 11:50pm.

Thank you for your consideration, and we look forward to working with you to ensure a successful event.

**Function Agreement**

Functions Details

Reservation Name: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Date: \_\_\_\_\_

Time of Function: \_\_\_\_\_

Time Food is to Start: \_\_\_\_\_

Cake Y/N: \_\_\_\_\_

Musicians\* Y/N: \_\_\_\_\_

Decorations Y/N \_\_\_ Details \_\_\_\_\_

\*Musicians are an additional cost to the minimum spend  
for sole use only

Half/ Sole Use \_\_\_\_\_

Cocktail/Sit-down: \_\_\_\_\_

**Preferred Payment Method:** \_\_\_\_\_ This deposit must be paid in person via Cash, Debit, Visa or Mastercard or via Electronic Funds Transfer (EFT) details of which can be found below. Unfortunately, Cheques are WILL NOT be accepted.

**Selected Menu (Please Circle):**

\$50.00 Set Menu

\$55.00 Set Menu

\$60.00 Set Menu

\$\_\_\_\_.00 Custom Set Menu\*\*

+ Custom menu to be attached

\*\*Exclusive use only

**Number of Dietary Requirements:** \_\_\_\_\_

**Details:** \_\_\_\_\_

**Contact name for booking correspondence:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**Work:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Postal Address:**

\_\_\_\_\_  
\_\_\_\_\_

**Special Requirements:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Agreement**

Please note that if this form is not received via email (info@3doorsdown.com.au) 2 week prior to the reservation, your reservation may be cancelled.

This is a formal agreement with JHS Visionaries Pty LTD T/A 3 Doors Down. Please ensure that you have read and understand the above terms and conditions before signing this form.

Please return this form and your 20% booking deposit to confirm your booking. Your booking will not be considered booked until all funds have cleared.

I, \_\_\_\_\_ agree to above terms, I acknowledge that I will be liable for any cost incurred as a result of breaching these terms and conditions.

---

Signed

Dated

Payment Details:

Name on Card: \_\_\_\_\_

Card Number. \_\_\_\_\_

Expiry: \_\_\_\_\_ / \_\_\_\_\_

CCV: \_\_\_\_\_

Authorised Amount: \$ \_\_\_\_\_