

## FUNCTION DEPOSIT FORM

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Thank you for booking your function at Mediterraneo Charcoal Restaurant.

All bookings of 15 guests or over are required to be on a set menu and to fill out this form. To confirm your reservation, we require a function deposit, which is calculated at approximately \$10 per guest. This will insure your table is booked and if your party does not show then this amount will be withheld for the stock which has been ordered for your booking. The deposit will strictly be deducted from the final bill at your event. We will refund this amount if you cancel the booking at least 7 days before function date.

Please fill out the form below and return to us via email: [info@mediterraneo.com.au](mailto:info@mediterraneo.com.au)

### Contact details

Contact name \_\_\_\_\_  
Phone \_\_\_\_\_  
Alt phone \_\_\_\_\_  
Email address \_\_\_\_\_

### Function details

Function date \_\_\_\_\_  
Time of arrival \_\_\_\_\_  
No. of people \_\_\_\_\_  
Menu selection \_\_\_\_\_

### Special requests:

### Credit Card Authorisation:

Name on card \_\_\_\_\_ Card type VISA | MASTERCARD | AMEX | DINERS  
Card number \_\_\_\_\_ CSC \_\_\_\_\_  
Expiry date \_\_\_\_ / \_\_\_\_

I hereby authorise the payment of all authorised transactions to the credit card listed above and accept the conditions as listed below.

Signature \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Direct Deposit:

You can transfer the deposit amount to our bank account with CONTACT NAME (or company name) as the reference and email this form to us.

Account name: Mediterraneo Charcoal Grill P/L BSB: 063100 Acc number: 1018 7458

Reference: \_\_\_\_\_ Date deposited: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Conditions:

- 1) All credit card transactions will be charged upon receipt based on estimated number of guests.
- 2) Invoices will be made available at the time of fund received.
- 3) Your details are for the exclusive use of Mediterraneo Charcoal Restaurant to be used solely for authorised transactions.
- 4) You will advise Mediterraneo Charcoal Restaurant of any changes to the details listed above. Final numbers of guests attending your event must be confirmed 24 hours prior to your booking. Please note that the number of guests confirmed by this time is the number of guests that will be charged for the set menu at the time of dining.