

Small Meeting Package Fast Booking Form

Company Details

Company name	
Address	
Contact Name	
Contact Number	
Contact email	
Le Club Membership No.	

Sign me up to Le Club Meeting Planner to start earning points immediately

Function Details

Function date				
Number of guests				
Function room setup	Boardroom <input type="checkbox"/>	U-shape <input type="checkbox"/>	Classroom <input type="checkbox"/>	Cabaret <input type="checkbox"/>
Arrival time				
Departure time				
Signage				

Catering requirements (please select from attached menu)

	Time	Selection
Arrival break*		
Morning tea		
Lunch		Daily menu served in the Butchers Bench restaurant
Afternoon tea		
Dietary requests		

**Add \$4 per person to add a food item to the Arrival break (select from attached menu)*

Car Parking

Secure undercover parking is available for a discounted rate of \$15 per car per day
Please indicate how you would like the parking charges to be settled

master account **or** individual guests pay their own

Audio Visual requirements (please select)

Projector <input type="checkbox"/>	Screen <input type="checkbox"/>	Flipchart/whiteboard <input type="checkbox"/>
Additional audio visual		

Accommodation Details

Check-in	
Check-out	
Number of rooms	
Rate	\$

Payment details

Card holder name	
Card Type	
Card Number	
Expiry date	

I give authority for the above credit card to be deducted for:

- Deposit amount to confirm booking
- Balance owing at close of function
- I prefer to pay by EFT (must be received 2 days prior to your function)

NOTE – Total bill must be paid at the conclusion of the function

Terms and Conditions

Deposit and Booking Procedure

The function date is confirmed on receipt of a signed booking form, along with payments details for the deposit amount specified.

Payment Terms

Full payment required prior to the start of the function with any accruals settled on departure.

Food and Beverage Confirmation

All food (including any special dietary requirements) and beverage selections must be finalised seven (7) business days prior to the date of the function.

Final Numbers

The confirmed number of guests attending the function is required three (3) business days prior to the date of the function.

Cancellation

Cancellation of a confirmed booking must be received in writing. The following cancellation fees apply:

- More than 60 days – 25% deposit will be forfeited
- Between 30 – 59 days –50% of estimated charges charged to nominated credit card
- Between 15 -29 days –75% of estimated charges charged to nominated credit card
- Within 14 days 100% of estimated value is charged to the nominated credit card

Change of date is considered a cancellation

Consumption Policy

Strictly no food or beverage can be brought into the premises

Loss or Damage

Novotel Melbourne Glen Waverley will take all necessary care but will not take responsibility for any damage or loss of property of people attending the function or any items left after the function has ceased. The person(s) organising the function are financially responsible for any damage sustained or loss incurred to Novotel Melbourne Glen Waverley property, fixtures or fittings, whether through their own actions or the actions of their guests or contractors. Nothing is to be attached or fixed to any part of Novotel Melbourne Glen Waverley property without the prior written approval by Management.

Deliveries

Are accepted 24 hours prior to the function date and all items must be marked with the name, date and time of the function, along with the number of items being delivered.

I agree to the Terms & Conditions as outlined above

Authorised Signatory

Name & Title

Date