



TERMS AND CONDITIONS

TENTATIVE BOOKINGS

Ryne considers reservations as tentative until a completed confirmation form is received.
All unconfirmed reservations will be cancelled after a seven (7) day period.

DEPOSIT AND PAYMENTS

A 10% deposit is required to secure your event.
All payments may be made via cash, EFTPOS or credit card.
Ryne does not offer split bills upon finalising account on the night of the event.
Please note: a surcharge will apply to any credit card transactions.
Visa and Mastercard of 1.6% and American Express of 2.7%

SURCHARGES FOR PRIVATE DINING

Events held on a Victorian Public Holiday or days that the restaurant is supposedly closed may incur a 10% surcharge, based on the final bill.

CANCELLATION POLICY

In the regrettable situation that the booking is cancelled, notification is required and the following fees will apply:
Less than (30) days prior – 50% of the deposit will be refunded.
Less than (14) days prior – 100% of the deposit will be retained.
On the day, a “No Show” Or Cancellation – 100% of the deposit will be retained, further charges may apply.

FINAL NUMBER OF GUESTS

The final number of guests is required to be confirmed a minimum of 7 business days prior to the booking date.
Final number confirmed will be the basis of your final account, should your numbers decrease after the confirmation period, Ryne reserves the right to charge to those guests not attending.

FOOD SELECTION

All event food and beverage selections are to be finalised a minimum 7 working days prior to your event.
All menus created are subject to change without notice due to seasonal and market availability.
Whilst Ryne takes all possible precautions, dishes may contain traces of nuts, gluten, soy & other allergens.

DIETARY REQUIREMENTS

On the basis of any special dietary requirements or allergy-related requirements, Ryne requests a minimum of 7 days' notice to ensure all your needs are catered for.

BEVERAGE SELECTION

Pre-Selected Beverages are recommended for parties larger than 18 persons.
All wine and beverages are subject to availability. If a selected wine or beverage item is unavailable, Ryne will replace with stock of equal value and same quality.

MENUS AND CATERING

Ryne shall print all event menus internally and reserves the right to refuse externally printed menus.
All menus created are subject to change without notice due to seasonal and market availability.
Ryne requests no external catering to be supplied within the venue during your event.
Should you desire to provide your own food or beverage, an associated fee may be applicable.
Please consult with your event co-ordinator should you desire any of these options.

CONFIRMATION

I, _____ (*Print Name*) acknowledge and accept Ryne's terms and conditions.

Signature: _____ Today's Date: _____



DECORATIONS

We are happy to accommodate any themes necessary for your event within reason.
We request no items are to be nailed, screwed, stapled or adhered to any of our surfaces or fixtures
If any damage is caused to Ryne due to decorations, the function host will be charged the damage costs.
This amount will be charged within two days after the event date.

ARRIVAL & EVENT TIMINGS

To avoid any delays of service, please ensure that all your guests arrive within 30 minutes of your booked time.
Should you require a schedule for the evening, please consult your event co-ordinator.
Please supply details of any speeches or presentations that may require breaks in your service time for.
These times ensure that the quality and standard of service for your event are of the highest standard.

BUMP IN/OUT

Equipment can only be delivered or collected out of service periods
9.00am-11:am or 3.30pm-5.30pm
All entertainers and suppliers' details must be provided to your Event Co-ordinator.
All entertainers and suppliers must contact your Event Co-ordinator, 3 days prior to the event date to confirm delivery
and pickup times.

RESPONSIBILITY

Ryne does not accept responsibility for damage or loss of any guest's property before, during or after an event.
All wedding/birthday gifts and any other personal belongings are asked to be collected at the conclusion of your event.
We unfortunately do not have the facilities to store any of these items.
If for any reason gifts or any other personal items are required to be stored by Ryne post your event, please speak to
your Event Co-ordinator with a minimum 48 hours prior to your event.

DUTY OF CARE

Ryne has a duty of care and as such has the right to refuse the service of alcohol to any person they deem to be
intoxicated. Any person providing alcohol to the said guest will also be denied service and both (or all) persons will be
asked to leave the premises immediately.
Function hosts are financially responsible for any damage caused to the property of Ryne.
All damage costs and any additional abnormal cleaning deemed necessary will be charged for at a rate of \$50 per hour
per staff member needed.

CONFIRMATION

I, _____ (*Print Name*) acknowledge and accept Ryne's terms and conditions.

Signature: _____ Today's Date: _____



Booking form

Type of Event: _____ Event Date: _____ Number of Guest: _____

Start Time: _____ Minimum Spend Agreed: _____

Contact at the Event: _____ Person Organising the Booking: _____

Company Name (If applicable): _____

Address: _____

Phone/Mobile: _____ Email: _____

Event Selections

Personalising Your Printed Menu:

Ryne Welcomes: _____

(Company's Logo Available Upon Request)

Menu:

- 2 Course -\$70pp
- 3 Course - \$85pp
- Tailor Made - \$_____pp
- Add Sides to Share – \$10each
Quantity _____
- Canape Package -\$ 40pp / \$55pp / \$70pp
- Other: _____ (Birthday Cake, Additional Course, Etc)

Beverage:

On Consumption: ☐ Pre-Selected ☐ Full Bar

In a Package: ☐ Package 1 ☐ Package 2 ☐ Package 3

Duration of Package: _____ Hrs

Deposit Details

A Deposit of: \$ _____ (Minimum Of 10%) Is accompanying this booking form to secure my booking.

Payment Method: ☐ Mastercard (1.6%) ☐ Visa (1.6%) ☐ Amex (2.7%)

☐ EFT Payment
BSB: 013 395
Acct No.: 411 090 039
Acct Name: D.A.V. International

Cardholder's Name: _____

Card Number: _____ Expiry Date: _____ CVV: _____

Amount: \$ _____ Cardholder's Signature: _____

Acknowledgement

I, _____ acknowledge and accept the contract provided before me for Ryne. I also authorise Ryne to direct debit the credit card for the amount above. Once a payment has been processed, Ryne shall email me an invoice for my reconciliation.

Signature: _____ Today's Date: _____