

Melbourne Cup  
Booking Form



Melbourne Cup 2017

Day **Tuesday** Date **7<sup>th</sup> November 2017**

**Your personal details**

Surname or Company Name		Name	Number of Guests
<input type="text"/>		<input type="text"/>	<input type="text"/>
Email Address			
<input type="text"/>			
Postal Address			
<input type="text"/>			
Suburb/town		State/territory	Postcode
<input type="text"/>		<input type="text"/>	<input type="text"/>
Contact phone number [preferable after hours number]		Fax number	
<input type="text"/>		<input type="text"/>	

**Event Details**

Total to be paid \$ .

Date  /  /

**Dietary Requirements.**

Gluten Free

Vegetarian

Other.....

**Method of Payments**

**ALL CREDIT CARD DETAILS KEPT PRIVATE & CONFIDENTIAL**

• I give authority for the following credit card to be deducted for: \$ .

• Deposited amount confirms your booking [A copy of your receipt will be sent to you once deposit has been processed]

• Credit Card [Visa / MasterCard / AMEX] Please circle [3% surcharge applies to AMEX credit card payments]

Card Number

CVV

Expiry  /  Card Holder Name.....

Signature.....

**Functions Terms & Conditions**  
**PLEASE READ CAREFULLY**

**Deposits & Confirmations**

Full payment will be required upon initial booking, along with a signed event order form.

Full Payment will be required prior to the function for your total confirmed numbers, any additional items ordered to be finalised on the night.

**Cancellations**

Cancellations prior to 24 hours forfeit deposit taken.

If received inside 24 hours of the event, full payment of the event (based on final numbers) will apply.

All cancellations must be in writing and all deposits are non refundable

Diggies reserves the right to cancel a booking if:

\* The café or any part of it closed due to circumstances beyond our control

\* The function may prejudice the reputation of the café

\* The required deposits have not be made.

**GST**

All prices quoted in function packages are inclusive of GST

**Location Requests**

Whilst every effort is made to accommodate seating requests we cannot guarantee requested seating. This will be finalised prior to the function.

**Responsible service of alcohol**

In accordance with the Responsible Service of Alcohol, Diggies staff has the right to discontinue service of alcohol to any intoxicated person/s without liability.

Please nominate a responsible adult in your party to act as a contact person for any issues that may arise during your function.

Diggies is a fully licensed café and we do not permit anyone to supply their own food or beverages.

No BYO

**Unforeseen circumstances**

Due to any unforeseen circumstances including extreme weather conditions or accidents, Diggies Café reserves the right to cancel any booking and refund any deposits at any time.

**Property**

Damage sustained to any of Diggies property by guests, clients or contractors is the responsibility of the function user.

Diggies does not accept any responsibility for damages or loss property left during the course, or after the function.

Nothing such as banners, signs posters may be attached to the walls, ceilings or windows.

**Smoking**

Smoking is not permitted in or outside the café at any time.

3% surcharge on AMEX credit card payments  
VISA, MasterCard, AMEX & EFTPOS Available.

**Confirmation**

The return of this form, together with require payment confirms your booking

By confirming, the hirer agrees to abide by the terms and conditions.

**Full Payment is required for the total number of guests confirm prior to this event**

I/We agree to the term & conditions

Signature.....

Date   /   /