



Booking Contract

The following conditions apply to all bookings, and may vary dependent on the size and type of function.

1. Booking and cancellation

- i) All bookings will incur a booking fee or security deposit equivalent to 50% of the first hour's charter fee. The deposit will be deducted from the account on the day the balance of the account becomes payable and if all conditions for the booking are met.
- ii) The booking agreement form must be filled out in whole, signed and returned to Begonia Princess Operations (B.P.O) in order to confirm the booking.
- iii) All bookings must be received in writing by B.P.O. All cancellations must be received in writing by B.P.O. In the event of a cancellation of a confirmed function with 14 days of the function date, a fee equivalent to the deposit paid will be charged. This is to offset costs including refusal of other bookings for the previously booked date. In the event the date of the event is changed more than 15 days from the booking a credit will be given which is valid for another date within 6 months from the cancelled date.
- iv) There is to be only one nominated contact person for each booking.

2. Function preparation

- v) Confirmation of final guest numbers is required a minimum of 7 days prior to the function. Please also ask your caterer when they will require final numbers for catering purposes.
- vi) All dietary information of guests/menu selection/ other catering information must be provided to your caterer at the required time specified by the caterer.
- vii) Wherever possible, all efforts are made to ensure goods and services are provided as agreed. However, prices and menu items are subject to change without notice to cover any unforeseen supply issues, quality issues or change in price. Reasonable attempts to contact the client will be undertaken in the event of any changes.
- viii) All prices are valid from 30 days of the quote. Thereafter a new quote will be provided.
- ix) Decorations may be temporarily fixed to the ferry using removable products only. Staples, pins or adhesive sticky tape is not able to be used to secure decorations to the ferry. It is the hirer's responsibility to ensure that all decorations are removed at the conclusion of the booking.
- x) Decorating and/or clean up and/or pack up time must be included within the charter hire time. Clean up and/or pack up is applicable to self-catered events. Should you require extra time to decorate or set up for your event, charges may apply, and access is by arrangement and subject to availability. Clean up and pack up is included in all events where catering is organised by our preferred caterers.

3. Function coordination



- xi) Management reserves the right to remove patrons attending functions from the vessel for unruly behaviour or intoxication.
- xii) All guests are asked to respect our neighbours when entering and exiting the ferry.
- xiii) B.P.O are not liable for any damage to or loss of equipment before, during or after the function.
- xiv) The client agrees to commence the function at the agreed commencement time at the arranged pick up point, and all guests are to vacate the ferry and the end of the agreed booking time. Groups remaining on the vessel more than 15 minutes after the arranged booking conclusion time will be charged for use of the ferry at the charter rate equivalent to the second hour hire rate for each hour or part hour thereafter.
- xv) All minors must be accompanied by a suitable adult or guardian.
- xvi) If you have booked a band for your function, no drums can be brought onto the vessel. All iPods, iPhones and/or USBs are to be removed at the completion of the booking.

4. Payment

- xvii) All prices quoted include GST.
- xviii) All accounts must be settled 21 days prior to the booking date. In the event of an overtime charge, the account must be paid on the night of the booking.
- xix) The client will be held responsible for any damage caused to the property, fixtures and fittings or equipment by any person associated with the function. In the case of such damage occurring, reasonable compensation will be charged to the client's credit card at the completion of the event.
- xx) Accounts can be paid via bank transfer, Mastercard or Visa card. Cheques and cash will be accepted with prior arrangements.

Instructions for returning the form:

Please print this function agreement, fill it out, scan and email it, or MMS it to us. Your date will be reserved when we have payment and the completed form.



Function Agreement

Name _____

Address _____

City _____ **State** _____ **Postcode** _____

Company _____

Contact person _____ **Ph** _____ **(Home/Work/Mobile)**

Email _____

Date of function _____ **Required time** _____

Occasion _____

Number of guests _____

Catering required (Yes/No) Caterer arranged (Yes/No) Which caterer? _____

By signing this booking agreement form I have read, understood and agree with all the terms and conditions herein.

Signed _____ **Date** _____

Please print name _____

Method of payment Deposit Bank deposit Credit card

Method of payment Balance Bank deposit Credit card

Credit card type (Mastercard)(Visa) _____

Name of cardholder _____

Card number _____

Expiry _____ / _____ **CCV** _____

Office use only:

Date confirmed: _____ **Deposit paid (Y/N) Amount \$** _____

Staff member _____

Notes _____
