



indiana

Dear Sir/Madam

Thank you for considering Indiana to celebrate Valentines Day 2010.

Please find below our dinner menu for this occasion. Our current wine and beverage list can be found on our website.

All bookings for Valentines Day require a deposit payment of the full menu price to secure your reservation.

Numbers must be confirmed 2 weeks prior to your reservation. The full deposit per person will be charged for numbers less than confirmed.

If you have any questions or would like to make a booking please do not hesitate to contact us either by telephone (08) 9385 5005, or email enquiries@indiana.com.au.

Kind regards,

Functions & Administration

Indiana Cottesloe Beach

99 Marine Parade

Cottesloe 6001

T: 08 9385 5005

F: 08 9385 5010

Terms and Conditions

DEPOSIT

Full payment of food is required to secure your function.

Beverages will be on consumption.

The deposit paid will be deducted from the total of your final bill.

CONFIRMATION

The booking is confirmed only when the Confirmation and Deposit Form in acceptance of the Terms and Conditions has been signed and accompanied with a deposit.

Cheques are to be made payable to ITH (WA) Pty Ltd.

The Venue will be under no obligation to proceed with the event if the deposit or full payment has not been received.

CANCELLATION- written notice is required

Function cancellation of a confirmed booking with a deposit paid is required in writing.

CORPORATE

0-7 days notice - forfeiture of the deposit

FINAL ATTENDANCE NUMBERS

Guaranteed minimum number of guests is required 2 weeks prior to your reservation. Final numbers must be received within forty eight hours (48) of function date.

CHANGES IN NUMBERS

Any decrease in numbers on the day within excess of 20% of guaranteed minimum number of guest will incur a slippage charge of \$20 per person.

Any decrease in numbers after final confirmation will incur a charge of the selected set menu price per person.

CLIENT RESPONSIBILITY

The Venue will provide typed menus for your function. It is the client's responsibility to provide clearly typed guest list/ seating plan that will be displayed for the event. You are welcome to provide a floppy disk with this information saved on "Microsoft Word" for the coordinator to print prior to the function. If you are unsure of the layout of these documents please ask your function coordinator.

A \$60 administration fee will apply to any information not provided in this way.

CAKE(S) PROVIDED BY THE CLIENT

A standard \$5.00 charge per person is applicable if there is cake supplied by the client to be served as dessert in place of the Venue's dessert.

SPEECHES

If the client(s) wish to conduct speeches during the function this must be discussed with the Function Coordinator prior to the event and is subject to approval from the General Manager.

EQUIPMENT & AUDIO VISUALS

If the client(s) wish to utilise any audio equipment and/or visual props during the function it must be discussed with the Function Coordinator prior to the event and is subject to approval by the General Manager.

DAMAGE TO PROPERTY

The client is responsible for the conduct of the client's guests and indemnifies the restaurant for all costs, expenses, damage and loss caused by any act made by the client or the client's guests.

LINEN

The Venue may provide table linen on request. Linen will incur a charge of \$5.00 per piece.

DELIVERIES

All deliveries to The Venue must be advised to the Function Coordinator prior and marked with the name and date of the function. Whilst every effort will be made to assist in the movement of goods from the loading bay to the function room, assistance will be offered only if staff is available at that time.

HIRE OF CATERING EQUIPMENT, DAMAGE AND LOSS

We do not accept responsibility for damage to, or loss of, any client property left on the premises prior to, during or after a function. Clients are financially responsible for any damage to fittings, property or equipment prior to, during or after a function. Any banners or equipment left on the property are at the client's responsibility, if they are not collected within one month the venue will not dispose of the goods.

INSURANCE

The Venue's staff are always extremely careful when looking after guests belongings; however accept no responsibility for the damage or loss of property left in the venue prior to, during or after a function. The onus to arrange insurance is that of the clients.

MENU and DETAILS

Menus will be printed especially for the day with any additional titles added.

SUPPLIERS / DECORATORS

The Venue's has no restrictions on suppliers, however please advise your function co-ordinator of who is delivering, contact phone numbers and times of deliveries to be discussed.

Please ask your function coordinator to provide a quote if you require The Venue's staff to assist with decorating the table(s).

ADDITIONAL STAFF

Should you require additional staff to assist with service throughout the function; a charge of \$25 p/h per staff member will apply



Valentines Day
Sunday 14th of February 2010

Glass of sparkling wine & amuse bouché on arrival

Turkish bread & hommus

Caramelised onion & gruyere tart, slow roasted roma
tomatoes & rocket

or

Confit duck on roasted beetroot, fetta & endive salad;
Pomegranate vinegarette

or

Tempura prawns with crab and avocado salsa,
Chilli & lime dressing

Char grilled Eye fillet with potato & blue cheese gratin,
field mushrooms & red wine jus

or

Crispy skin Tasmanian Salmon on wasabi mash
with bok choy; orange & ginger glaze

or

Chicken breast; sautéed brocolini, asparagus & spinach
with a lemon & thyme sauce

Taste plate of desserts to share

White chocolate & raspberry semifreddo; pistachio biscotti
Chocolate brownie with double cream & strawberries
Vanilla pannacotta, caramelized pineapple & sesame tuille

\$95.00 Per Guest

To secure reservation, full food payment is required as deposit

Confirmation and Deposit Form

Booking Name: _____

Contact Name: _____

Function Date: _____

Commencement Time: _____

Number of Guests: _____

Menu price per person: _____

Contact Details:

Telephone: _____

Day Time: _____ After Hours: _____

Fax: _____ Email: _____

Address (if no access to fax): _____

Deposit Details

Today's Date:
No. of Cheques attached:
Credit Card Type:
Card holders name:
Card number:
Expiry date:
Card holders signature:

The booking will remain tentative until the deposit has been received. Deposits are non-refundable unless the reservation is cancelled at least forty eight (48) hours prior to the booking date.

For catering purposes, final numbers are required twenty four (24) hours prior to the booking time. In the event of a reduction in numbers after final confirmation is received, a charge will apply for the non-attendees.

I have read and understood the above terms and conditions and I accept responsibility of payment under these terms.

Signed: _____ Date: ____/____/____