

# CŌCHIN

## GROUP BOOKING ENQUIRY FORM

*Thank you for enquiring with us about hosting your event.*

Please complete the below form regarding your event and email this page to [bookings@cochin.com.au](mailto:bookings@cochin.com.au). We will contact you to discuss your event requirements.

### Event Details

Organisers Name:			
Contact Number:			
Occasion:	e.g. Mary's 60 <sup>th</sup> Birthday		
Number of Guests:			
Date of Event:		Event Time:	
Please Indicate (Tick) Your Budget: (prices are per person)			
\$80 Banquet Available Tue – Sun Lunch & Dinner <input type="checkbox"/>	\$60 Banquet Available Tue – Sun Lunch & Dinner Except Fri & Sat 7:45pm Sitting <input type="checkbox"/>	À La Carte Available Tue – Sun Lunch & Dinner Not available for groups of 6+, nor for Fri & Sat 7:45pm sitting. <input type="checkbox"/>	
Beverages on Consumption (By the bottle) <input type="checkbox"/>	* Finger Food & Beverage Packages Provided on request <input type="checkbox"/>	Strawberry Mille Feuille Cake \$80 20cm x 20cm Square <input type="checkbox"/>	
* Please indicate food budget per person: _____			
* And beverage budget per person: _____			
*Cochin offers Exclusive Venue Hire which covers the minimum spend of food & beverage packages. (Please see our terms & conditions on page 2.)			
Exclusive Day Hire From:	Wed – Sun: \$3000 (based on up to 3 hours venue hire)		
Exclusive Night Hire From:	Tue – Thu, & Sun: \$4000	Fri & Sat: \$7000	
Special Dietary Requirements: (please indicate the number of people & their requirement)			

To secure your booking, please review our Terms and Conditions on page 2; complete the Event Details form (above) page 1; & Payment Information form on page 3; & return both page 1 & 3 to: [bookings@cochin.com.au](mailto:bookings@cochin.com.au).

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## TERMS & CONDITIONS FOR GROUP BOOKINGS

1. Credit card payment details are required to secure your event, and we will only debit \$40 per person should you not show or cancel within 24 hours of your event.
2. A pre authorisation is done on the credit card details to ensure an authentic booking.
3. Sorry but we do not accept Cheques. Split payments on the one bill are accepted and the merchant machine is provided to the event organiser to ensure full payment is completed.
4. The following surcharges apply to card payments: MasterCard 1.4%; MasterCard Debit 0.8%; Visa 1.4%; Visa Debit 0.8%; American Express 1.5%.
5. Public Holidays incur 15% surcharge.
6. Exclusive venue hire fees as specified are indicative only; are subject to change at Cochins' discretion; subject to availability; priced according to the time of year or day; and are discussed on each application to achieve the best desired dining experience possible. 15% deposit is required up front to secure all exclusive venue hire events.
  - a. Minimum spends as specified goes towards food and beverage consumption (or as per package options + further food & beverages on consumption).
7. Confirmation of menu and beverage selections are required a minimum 24 hours prior to your event, otherwise your menu selections cannot be guaranteed. Cochin reserves the right to substitute food and beverage items of a similar quality, and value, due to but not limited to shortages or seasonal change.
8. No external food or beverages are permitted, with the exception of celebration cakes/cupcakes, and only when pre organised with the restaurant. Please note cakeage is charged at the discretion of the Manager.
9. Payment will be based on the final catering numbers confirmed with you, 24 hours prior to your event.
10. Event organisers are financially responsible for any damages to the building, furniture or property during and immediately following the function, including any costs for repairs and replacements at current market price. This includes any damages caused by their guests, outside contractors or agents prior to, during and after any event.
11. Cochin adheres to responsible service of alcohol legislation. All staff are trained in Liquor Licensing Accredited 'RSA- responsible service of alcohol' and by way of law may refuse to serve alcohol to any person who they may believe to be intoxicated. Any intoxicated person will be removed from the venue. In accordance with liquor licensing laws of Victoria, minors are only permitted on the premises in the direct company of their parent or legal guardian and may be asked to leave the venue at the discretion of management. At no time is a minor permitted to consume alcohol on the premises.
12. While Cochin staff will take care with the security and protection of your personal belongings, we are unable to accept responsibility for damage or loss of property before, during or after the function.

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## GROUP EVENT PAYMENT INFORMATION TO SECURE BOOKING

Please complete this page and return via email to: [bookings@cochin.com.au](mailto:bookings@cochin.com.au)

By signing this form you understand, accept and agree with our terms and conditions.	
Organisers Name:	
Contact Number:	
Email Address:	
Subscribe to receive a monthly newsletter or text regarding events? Yes / No	
Credit Card Details:	
Name on Card:	
Card Number:	
Expiry:	
CCV:	
Deposit Amount:	
Card Holder Signature:	

*Thank you!*

*We hope you and your guests have a wonderful dining experience!*

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