

**LUCIO'S ITALIAN RESTAURANT**  
**Group Booking Document for 10 or more people**

**Please read carefully our terms and conditions before submitting this document and complete all details.**

In order to secure the space indicated I understand that I need to provide a **holding deposit of \$50 per head.**

Below, please find my credit card details and signed authorisation that I agree to the charges being debited from my card **in the event of a cancellation** within 48 hours. My signature also confirms that I have read and understood the terms and conditions as stated below.

Booking / Company Name \_\_\_\_\_

Date of Function \_\_\_\_\_ Arrival Time \_\_\_\_\_ No number of guests \_\_\_\_\_

Please circle space requested (maximum seating in brackets)    **Private Room (32)**    **Main Room (60)**    **Other (10-16)**

I understand there is a minimum spend requirement of \$ \_\_\_\_\_ for this space & that a service charge of 8% will be added to the total bill.

Preferred table layout \_\_\_\_\_ and preferred Menu    **A**    **B**    **C**    **Tasting**    **Other**    \$ \_\_\_\_\_  
(please see website for options available)

Please indicate pre meal requirements    None    Welcome drink    Open Bar    Other

Function Host.....Organised by.....

Contact: Work.....Mobile.....

Fax.....Email.....

Comments.....

**Credit Card Details:**    AMEX / VISA / MC / DINERS

Credit Card No: .....    Expiry Date: .....

Name of Card Holder (please print).....    Holding deposit of \$50 x no guests \$.....

Signature of Card Holder.....    Today's date:.....

**Terms & Conditions**

**Bookings**

Bookings are accepted on a "first come, first served" basis, so if your initial inquiry was for general information, we do highly recommend that you check the availability of dates before returning the booking form. Your reservation is considered tentative and not confirmed until this form is fully completed, signed & faxed to 02 9361 0219, or scanned and emailed to [Lucio's](mailto:Lucio's). You should be contacted within 24 hours of receipt of this form.

**Minimum Spend Requirement**

<b>Private Room</b>	\$2,500	Monday - Saturday Jan-Sept 2010	Nb: increase to \$3,500	October -December 2010
<b>Main Room</b>	\$7,500	Monday -Wednesday	\$9,000	Thursday – Saturday
<b>Full Book Out</b>	\$17,000	Monday -Saturday		
<b>Other</b>	\$0	No minimum spend required, but a set menu must be selected.		

**Food & Beverage**

Set menu to be at a fixed price per head. Please view our website for current set menus & wine lists and note that not all set menu options are available for all groups, and, if necessary, dishes may be substituted without prior notification. Beverages are charged on consumption.

**Service Charge** A gratuity of 8% will be added to the total bill for all group bookings.

**Cancellations**

If you cancel with less than 48 hours notice, your holding deposit will be debited from the above credit card as a cancellation fee.

**Payment**

For catering purposes, we require notification of the confirmed number of guests no later than 24 hours prior to the event. Once confirmed, this will be the number catered and charged for. Your bill, that is the agreed total based on the confirmed numbers, is **payable in full upon completion of your function.** Please note that we accept all major credit cards and cash. We regret that we cannot accept cheques.

**NB A surcharge of 2.5% is added for payment American Express or Diners (does not apply to holding deposit)**

**Rights & Responsibilities**

Lucio's Pty Ltd T/A Lucio's Italian Restaurant accepts no responsibility or liability for any loss or damage to any property belonging to the client or the client's guests. We reserve the right in our absolute discretion to exclude or remove any undesirable persons from the function or premises without liability. The client shall conduct the function in an orderly manner and in full compliance with the rules of the management and in accordance with all applicable laws. The client may not attach any decorations to the ceilings or walls and will be responsible for any damage & costs involved in doing so.