

PALACE

FOOD • WINE • LIFE • MELBOURNE

Function confirmation / Terms & Conditions

Deposit details

Name:

Method: VISA M/C AMEX DINERS B/CARD EFT CASH

Card #: _____ Exp: _____

If cash deposit please specify \$ _____

Please note:

Cancellation policy:

With any function cancelled within 7 days of the reserved date, an amount of \$500.00 will be charged to the credit card above as compensation to the business. Any cash deposits being held will not be refunded upon cancellation within 7 days.

Aside from the policy above, we assure you no amount is withdrawn from the credit card number above unless permission is given to do so on the day of the function by the cardholder as payment. The number is kept to hold the reservation date and destroyed on completion of the event.

All cash deposits are kept in our safe until the day of the function and can be used as payment towards the event or will be returned on completion.

Signed: (please print name also)

Palace Hotel Staff Member

Customer