



# The Green Herring Restaurant

## Policy Form for Functions

- Final function numbers must be received and finalised 48 hours prior to the event.
- Any changes to numbers within 24 hours of the event will incur a charge.
- Special dietary requirements must be advised 48 hours prior to the event.
- Any damage to the premises or loss of goods held at the premises will be the responsibility of the event organiser.
- The venue operators are not responsible for misplaced or lost items.
- No tape, staples, glue or fixtures will be placed on walls, doors or windows to place decorations. No table scatters are permitted in the restaurant. **Note:** decorations are permitted but can only be tied or fixed with bluetac.
- Function prices cover food consumed on the premises on the day of the function, It is a restriction of the restaurant due to health codes and insurance policies that food prepared on the premises is not taken from the venue.
- To confirm the reservation, a \$200 deposit is required. The deposit value is retained by the restaurant if the event is cancelled within 7 days of the event.

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I, ..... the event organiser hereby  
acknowledge the above policy.

.....  
(Signature)

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(Date)