



Terms and conditions for California Pizza Kitchen (CPK)

Function bookings

Tentative bookings will only be held for up to 7 days, after which time your booking will be expired without notice and the area will be available to other enquiries.

The booking form & terms and conditions form must be signed and returned to CPK to secure the booking date.

If your booking falls within a 3 day lead up, then the booking form, terms & conditions and deposit (if required) will be required on the day of the booking.

Deposits or prepayment are required for functions ordering from a set menu or package at the discretion of CPK management.

Payments

Payment in full for all food and beverage must be received at the end of your function, unless organised prior to your function with management. Failure to make payment will result in your credit card being debited for the full amount of your bill (as authorised by the signature on the credit card details supplied with the function terms and conditions).

Payment by amex will incur a 2.5% credit card surcharge

A valid credit card number and expiry date must be provided before the event for security purposes and for any additional expenses.

Food and beverage selections

All food and beverage selections must be finalised 7 days prior to the date of your function.

Dietary requirements must be confirmed at the same time as final menu selections.

Whilst we will do our best, CPK cannot guarantee we will be able to cater to dietary requirements that we are made aware of after final menus are confirmed.

At the time of print, prices quoted in this brochure are correct. Prices and menus are subject to change without notice. Prices quoted at time of booking within 3 months will not be altered.

All wines are subject to availability and may change without

notice. If changes are required, every attempt will be made to keep it as close as possible to the original selection.

We reserve the right to substitute menu items of a similar quality without notice, due to, but not limited to supplier shortages and seasonal changes.

Final numbers

Final numbers must be confirmed 7 days prior to your function.

For set menu functions where you do not achieve your confirmed final numbers we will waive any charge for the first 3 guests who do not arrive. If more than 3 guests do not arrive you will be charged for the additional non-attending guests.

For functions on a beverage package where you do not achieve your final confirmed numbers we will waive any charge for the first 3 guests. If more than 3 guests do not arrive you will be charged for the additional non-attending guests.

Increases in numbers will be allowed and based on availability. If additional guests arrive on the day, all efforts will be made to accommodate; however, cannot be guaranteed.

Booking restrictions

All bookings are allocated at the discretion of management, subject to other bookings at the time. Should you require a certain area, this may be organized in advance with management, but may incur a minimum spend requirement in case your guest numbers change.

All bookings of 20 or less are allocated seating for 2 hours, groups of more than 20 are allocated 3 hours. Longer seating times can be arranged in advance at the discretion of CPK management.

If you would like a space in our bar area for pre or post drinks, this can be arranged with our function staff at the time of booking and must abide by the conditions our Liquor License.

All lunch bookings (booked at 3pm or earlier) are required to vacate the dining area by 5pm to allow the venue time to prepare for dinner service. Space in our bar area, can be arranged for you to continue, subject to our Liquor Licensing.



Cancellations

All cancellations must be made in writing. Functions booked for January – October, cancellations must be made at least 14 days prior to your function date to receive a full refund of your deposit. Functions booked for November and December cancellations must be made 28 days prior to the function date to receive a full refund of the deposit.

BYO policy

No beverage of any kind can be brought into CPK under any condition.

Food items such as cakes can be brought into the venue with the prior arrangement with management and will be subject to a charge of \$1.50/person/item.

Unforeseeable circumstances

CPK will endeavour to provide the required services contingent on being able to do so. We will not accept liability in the case of business interruption i.e. major mechanical failure of any circumstances that may inhibit the trading capacity of the venue. In such circumstances CPK reserves the right to cancel any booking without notice at any time and will refund any payments made to us.

Duty of care

CPK is managed in such a way as to provide a safe and pleasant environment for both our guests and staffs. All guests attending a function held at CPK will be served in accordance with our

own house policy and code of conduct. We insist on customers maintaining a certain standard of behaviour and reserve the right to refuse service to customers approaching and/or showing signs of intoxication as per the RSA legislation. By law, once a customer is refused service they must leave the venue.

Client liability

CPK does not accept responsibility for lost, stolen or damaged goods during or after your function. However, we will make every endeavour to recover any lost property should this occur.

Should there be any damage to our property or additional cleaning during your function, these additional costs will be passed onto your final invoice. All decorations are to be approved by the function co-ordinator prior to your function. Please refrain from using any form of confetti, glitter, sparklers, poppers or streamers.

All approved decorations must be removed at the completion of your function unless prior approval is granted by management.

Any items left behind without prior approval will be deemed unwanted and removed by staff.

Identification

All guests must be over the age of 18 to consume any alcohol, identification must be presented upon request by staff if guests wish to consume alcohol.

Please sign below that you understand in full the terms and conditions stated in this documentation.

NAME:

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SIGNATURE:

.....

DATE:

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Functions booking form

Name

.....

Contact number

Email address

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Postal address

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Date of function

Time (TBC by venue)

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No. of guests

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Contact person at the function

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Preferred set menu or function package

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Known dietary requirements

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Preferred beverage package or on consumption

.....

.....

Credit card type

Credit card number

.....

Name on credit card credit card number

.....

Expiry date

CCV number

.....

Signature

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Sign me up for the e-newsletter to get access to new arrivals, events and news at CPK.