

# ALL OCCASION CRUISES

*Always welcome aboard!*

## BOOKING CONFIRMATION

Thank you for choosing All Occasion Cruises for your event. Please read through the following information, complete and return the booking confirmation form via scan and email or fax.

### TERMS AND CONDITIONS

#### CONFIRMATION DEPOSIT

Tentative Reservations are held for 7 days.

A deposit of-

**Aqua Bay: \$2,000.00**

**Seven Star: \$5,000.00**

Please note, once paid, the deposit is non-refundable.

Deposits can be made by all major credit cards, direct debit, cheque or cash.

Please note that a 2.5% service fee applies for Visa and MasterCard, 3% for American Express.

#### PROGRESS PAYMENTS

Progress payments will be required in intervals leading up to your event. The amount and frequency of each of these payments will be at the discretion of management.

#### FINAL GUEST NUMBERS & PAYMENT

Confirmed final guest numbers and final payment is required 2 weeks prior to the event date.

We are unable to offer a refund if there is a reduction in numbers after this deadline.

Guest numbers may increase up to 48 hours prior your event and the additional payment is required immediately.

14-10 days prior: Payment can be made via bank transfer, personal cheque, cash or credit card.

2-9 days prior: Payment will be accepted via bank cheque, cash or credit card only.

#### ADDITIONAL CHARGES

Additional charges accumulated at your event whilst on the agreed charter i.e. bar or food etc, is to be paid for in cash or by credit card prior to departing the vessel at the conclusion of your charter.

#### EXTENSION CHARGES

Should you decide to extend the length of your event, payment in full is required in cash, cheque or credit at the time of extending. Pricing is available on application from your event coordinator.

**Sign:**.....

**Date:**.....

P.O Box 1256 Broadway NSW 2007 ~ 37 Bank Street, Pyrmont 2009

ACN 018 963 236 ~ ABN 79100782787

Phone: (02) 9809 5499 Web: [www.aocruises.com.au](http://www.aocruises.com.au) Email: [info@aocruises.com.au](mailto:info@aocruises.com.au)

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## **TERMS AND CONDITIONS CONTINUED**

### **PUBLIC HOLIDAYS**

25% all inclusive

### **MINIMUM SPEND**

The client is required to meet the specified minimum numbers or minimum spend agreed upon.

### **STATE GOVERNMENT WHARF FEE**

Sydney Harbour wharves incur a State Government wharf fee of \$50 per berthing. The allocated time at your selected wharf is 15minutes.

### **VENUE RIGHTS**

All Occasion Cruises reserves the right to remove any person behaving in an irresponsible manner.

All Occasion Cruises complies with Australian legislation with regards to responsible service of alcohol.

All Occasion Cruises reserve the right to refuse entry/service to any guest deemed intoxicated or acting inappropriately.

All Occasion Cruises accept no responsibility for loss or damage to any property belonging to, or hired by, the client or their guests during/following your event.

All Occasion Cruises reserve the right, if we consider necessary (for example, due to mechanical breakdown, for safety reasons, weather conditions or unforeseen circumstances), to substitute vessels without notice (including any vessels of a third party), change any menu items, cruise schedule / program or performance itinerary. All Occasion Cruises will endeavour to provide a similar quality vessel, menu, service, schedule / program or performance in these circumstances.

### **ENTERTAINMENT**

In line with our House Policy all beverage service will close at least 30mins prior to disembarkation.

Entertainment must conclude at the same time as your beverage package.

Bands / DJ's are required to supply their own sound equipment including speakers. All Occasion Cruises reserves the rights to control volume on all entertainment.

All external staff organised by yourself for your function i.e. photographer, band members, DJ's expecting a seat with a meal must be included in your final numbers. They are each payable at 50% of adults price, this provides them with dinner and soft drinks or juice.

**No rave parties on board our vessels. If you have a concern in regards to this, please contact us immediately.**

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## **DECORATIONS / VENUE SET UP**

All deliveries to the All Occasion Cruises office must be pre-arranged with your event coordinator.

Items must be delivered to our office at Blackwattle Bay Marina 48 hours prior to the event.

All place / name cards must be bundled according to individual table numbers.

Client is not permitted to pin or stick anything to the walls.

The client is responsible to ensure that suppliers provide adequate staff to deliver assemble and arrange decorations.

All decorations must be arranged, positioned and removed by the client on the conclusion of the event.

If the items are not collected within 48 hours after the event, All Occasion Cruises reserves the right to dispose of all items. Please ensure that all suppliers are aware of this policy.

Your suppliers have access to the venue at a time agreed with your event coordinator at All Occasion Cruises.

## **CLIENT RESPONSIBILITIES**

Clients/guests are not permitted access inside venue prior to agreed event commencement time.

The client is expected to conduct their event in a legal and responsible manner.

The client will be charged for any damage that occurs to the restraint and/ or its property.

Smoking is only permitted in external areas of All Occasion vessels.

All Occasion Cruises accepts no responsibility for items left in/ at the venue prior/during/following your event. All lost property must be picked up within 2 working days post charter, after this period All Occasion Cruises reserves the right to dispose of all items.

For any beverages that are supplied by the client that were not consumed during the charter, must be picked up from the office within 2 working days post charter. No beverages are to be taken by clients when disembarking vessel.

Ensure all items are labelled with the 'delivery form' provided by your event manager. In keeping with Sydney Harbours' luxury yacht standards, a no shoe policy is implemented on all luxury vessels. Disposable slippers will be provided upon request.

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## **CANCELLATION / POSTPONEMENT**

**Cancellations or requests to postpone your event must be submitted in writing.**

Payments already made are non-refundable.

The following Cancellation or Postponement fees are applicable:

Within 30 days of the event 25% of total cruise cost.

Within 14 days or less 50% of total cruise cost.

Sign:.....

Date:.....

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**Booking Name:**

**Ref Number:**

**Cruise Date:**

**Credit Card:** All Occasion Cruises will hold these details for up to 2 days after the event as a bond should there be additional charges on your charter. Eg, additional hours, bar tabs, additional passengers etc.

THIS IS A LEGAL AND COMPULSORY REQUIREMENT

VISA / MASTERCARD / BANKCARD – please circle			
CardNumber:		Exp	/
Name on Card			
Signature			

To help us provide a successful event please provide us with the following information as well as any other relevant details and return.

Type of Event: \_\_\_\_\_

Ratio of Male to Female (approx): \_\_\_\_\_

Approximate Age Group: \_\_\_\_\_

Pick Up & Drop off Wharf: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event Finish Time: \_\_\_\_\_

Name of contact on cruise: \_\_\_\_\_

Mobile No: \_\_\_\_\_

.....  
Client Signature

.....  
Print Name

--/--/--  
Date

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## PAYMENT METHODS

**PLEASE EMAIL CONFIRMATION OF THE DEPOSIT TO [INFO@AOCRUISES.COM.AU](mailto:INFO@AOCRUISES.COM.AU) or your Event Manager**

### **IN PERSON**

Pay cash to your event organizer in person at 100 Pyrmont Bridge Rd, Pyrmont 2009

### **CREDIT CARD**

Please provide your credit card details on the previous page or over the phone to your event organiser. Credit Card payments over \$100 incur a surcharge of 2.5% for Visa, MasterCard and Bankcard, American Express and Diners club.

### **CHEQUE**

Post to PO Box 1256 Broadway NSW 2007. Please note that cheques need 4-5 business days to process.

### **DIRECT DEPOSIT**

**Bank:** National Australia Bank

**Name:** All Occasion Cruises

**BSB:** 082-204

**Acc #:** 549 155 317

Please fax or email a remittance of payment to your event organiser on (02) 9809 1957 or [info@aacruises.com.au](mailto:info@aacruises.com.au).