



## FOOD AND BEVERAGE GROUP DEPOSIT FORM

### DEPOSIT TERMS AND CONDITIONS:

- Kindly confirm numbers 2 days prior to dining day or a no show fee of NZ\$20 will be charged per guest, should guest attendance fall short of the confirmed number of the reservation.
- The deposit is refundable up to 1 week (7 days) prior to the confirmed date of the reservation, after which the deposit will become non-refundable.
- The host/ person of contact is responsible for the bill, unless arranged otherwise, prior to the dining date.
- No bookings will be confirm until a deposit has been paid.
- If the deposit is not paid before reservations for the day have been filled with confirmed reservations, your reservation may be cancelled without prior notice.
- We accept eftpos, cash and all major credit cards. We do not accept cheques on the day
- Additional guests over the numbers confirmed will be charged at the per head amount agreed
- Only one account per party is issued—We regret that we do not accept separate payments.

**To pay a deposit, kindly quote the reference number with the name the reservation is made under**

**Please do not hesitate to contact our Sales Centre on 09 300 2924 or email us on [fbcoordinator@cordishotels.com](mailto:fbcoordinator@cordishotels.com) should you have any queries.**

**Thank you for choosing the Cordis, Auckland.**