

# CORDIS

HOTELS & RESORTS

AUCKLAND

## 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, if guest attendance falls short of the number of guests confirmed.
- The deposit is **refundable** up to 72 hours prior to the event date, after which the deposit will become non-refundable.
- The host/contact person is responsible for the bill, unless arranged prior to the dining date.
- **No bookings will be confirmed** until a deposit has been paid.
- If the deposit is not paid at time of making the reservation for your group, we have the right to **cancel** your booking with no prior notice.
- Only one account per party is issued – We regret that we do not accept separate payments.
- Should you wish to settle your account with a Credit card, International Visa or MasterCard Debit Card, a **2.5% credit card surcharge will apply**. Payments by cash or EFTPOS do not attract transaction fees. We do not accept cheques.
- **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.