

## Frequently Asked Questions – Pricing

### NUMBER OF ATTEDANCE & MINIMUM CHARGE

**Q: Do we have to confirm the number of guests when we sign the event agreement letter? When do we need to confirm the number of guests?**

A: You are not required to confirm the number at an early stage since you haven't even sent out the invitation cards. However, you are required to give an approximate number when signing event agreement letter. The final number needs to be confirmed 10 working days before your event.

**Q: How will you charge us if we have a different number of guests coming for the ceremony and banquet session?**

A: Our staff will count the number of guests for each session.

**Q: What is the difference between guaranteed and expected number of attendees?**

A: The final guaranteed number must be given 10 working days before the date of the function. We will however be prepared to serve up to 5% above the final guaranteed number. All food and beverage charges will be based either on the minimum guaranteed number of attendees or the actual number of attendees, whichever is greater.

**Q: Is it possible for the food and beverage minimum charge to include other service charges?**

A: Please be informed that the minimum food and beverage charge applies to food and beverage consumption on your wedding date at our venue only. Other services, e.g. rental of an extra projector or flower upgrade will not be counted as part of the minimum charge as they do not come under food and beverage consumption.

# The Repulse Bay

## DEPOSIT

**Q: How much is the deposit?**

A: 50% non-refundable deposit is required based on the food and beverage minimum charge of the selected date.

**Q: How can we settle our deposit?**

A: You may settle the deposit by credit card, cheque or bank transfer. Should you wish to settle the deposit by credit card, please fill in the credit card form and return it to us together with a copy of your credit card (both sides) and the last page of the attached event agreement letter duly signed. Kindly note that we accept a maximum of two credit cards for deposit.

**Q: What are the terms of final payment?**

A: Balance of payment has to be settled at the end of the function by cash / credit card (maximum two credit cards) / bank draft. **No personal or company cheques will be accepted.**