

# FUNCTION ROOM TERMS AND CONDITIONS

## TENTATIVE BOOKINGS

We will hold all tentative bookings for a period of 14 days. If there is no communication within this time the booking will not be held. During the holding period if there is another inquiry regarding the same date we will contact you and give you the opportunity to confirm your booking.

## BOOKINGS

To confirm your booking we require a \$500 deposit and a signed copy of these terms and conditions to be returned within 14 days of your inquiry. If booking fees and signed Terms and Conditions are not received within 14 days we may release the date to another party. Your deposit will be repaid on the next available business day for collection.

## CONFIRMING FUNCTION DETAILS

### ENTERTAINMENT, EQUIPMENT OR ADDITIONAL REQUIREMENTS

Any entertainment, equipment or additional requirements must be confirmed 21 days before your function.

### MINIMUM SPEND

For any event held at Duke of Edinburgh Hotel, there is a minimum spend of \$2,500. This amount incorporates the cost of both food and beverage only. Any additional costs incurred such as hire of equipment and security are not included in this amount. In the event that the minimum spend is not achieved the remaining amount will be charged as room hire on the night of the event.

### FOOD AND BEVERAGE SELECTION

Menu selection and beverage options must be confirmed at least 1 week prior to your function. Only food and beverages provided by the venue will be allowed at all times. Arrangements can be made to accommodate foods such as birthday cakes as required.

### SECURITY REQUIREMENTS

Security personnel will be required for all functions. All security personnel will be provided by the venue and the cost will be passed on to the hirer.

### GUEST NUMBERS

Final numbers can be provided up to 14 days prior to your function.

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## METHOD OF PAYMENT

Cash, credit card and EFTPOS payments are accepted.

*For AMEX or Diners Club payments there will be an additional surcharge of 3%.*

## VENUE ENTRY

All guests attending any function at the venue will be requested to present a valid invitation and a valid form of ID. Failure to present a valid form of ID will result in refusal of entry. In the event that a door charge for entry is in place, guests providing a valid invitation will gain access free of charge.

## RESPONSIBLE SERVICE OF ALCOHOL

Duke of Edinburgh Hotel policies and legal responsibilities will apply to all functions.

- All staff employed by Duke of Edinburgh Hotel are trained in the Liquor Licensing accredited "Responsible Service of Alcohol" and will refuse to serve alcohol to any individual at any time if they believe them to be intoxicated.
- If any individual is identified as being intoxicated they will be asked to leave the venue immediately. It is expected that any patron asked to leave will do so in an orderly and timely fashion.
- Any patron who is believed to be under the age of 18 years and cannot provide legally acceptable proof of age will not be allowed to enter the venue unless they are with **their** parent or legal guardian.
- Where guests under the age of 18 years have been invited to a function, they must have **their** parent or legal guardian in attendance at all times during their stay. They must remain on the function floor at all times and are not permitted to remain in the building beyond 11pm on any day. In addition they may be required to wear an ID wristband provided by the venue which must be worn for the duration of the event.

## DAMAGE

Please be aware that clients are financially responsible for any loss sustained by the venue including any damage to the premises, its fittings, equipment and grounds. If there is any damage caused to the function area during an event the hirer will be held responsible.

## DECORATION

Clients can, if they wish, decorate the area to suit their event. If you wish to apply decorations to any wall then only Blu Tac or a similar substance may be used. No form of tape or pins are to be used on any surface.

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## LOSS OF PROPERTY

While taking due care, Duke of Edinburgh Hotel takes no responsibility for any damage, loss or theft of property on the premises prior, during or after any function. This responsibility is that of the client.

## CANCELLATIONS

Cancellations can only be made through the functions manager. Please be aware that any cancellation within 14 days of the function will result in loss of booking fee.

Any breach of the following will result in a function being closed down:

- Physically aggressive behaviour or abusive language.
- Guests are not permitted behind any bar under any circumstances.
- Any person asked to leave the function must do so in an orderly and timely fashion.

At all times the client will be made aware of any incidents likely to impact on the enjoyment of the event, and will be given the opportunity to take corrective action. If appropriate corrective action is not taken management reserves the right to close down the function.

Management reserves its right to refuse entry to any person at any time.

It is the client's responsibility to inform all relevant persons of these terms and conditions.

*IF ANY OF THESE TERMS AND CONDITIONS ARE NOT MET, MANAGEMENT RESERVE THE RIGHT TO SHUT DOWN THE FUNCTION AT ANY TIME AND ANY BOOKING FEE PAID WILL NOT BE REFUNDED.*

In signing this contract, I have read, and understand and agree with all terms and agreements.

*\* Menu and prices subject to change.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_