

FUNCTION Terms & Conditions



Empire Hotel will be herein referred to as "the Hotel"

CONFIRMATION: This form must be signed and non-refundable deposit paid, within fourteen (14) days of making your booking. Tentative bookings will be held for a period of fourteen (14) days.

FUNCTION ROOM HIRE: A non-refundable fee of \$200 is to be paid upon confirmation of your booking if you wish to use the hotels private function room.

DEPOSIT: A minimum non-refundable deposit of ____% of the total function cost is required within fourteen (14) days of the function being booked. If your function date is booked less than four (4) weeks away, a deposit must be received within forty-eight (48) hours. Management has the right to cancel any function whereupon the deposit was not received within the specified time.

FINAL NUMBERS: The function organisers must advise the guaranteed number of guests attending the function seven (7) days prior to function date. Age & number of children attending must also be supplied at this time. Children ten (10) years and under are charged at seventy percent (70%) of full price and children's meal provided. Eleven (11) years and over, full price menu applies. Children must be supervised at all times whilst in the hotel. Any reduction after this date will be charged at previously guaranteed numbers.

FINAL BALANCE: In addition to final numbers, the outstanding balance is required seven (7) days prior to function date, unless a seven (7) day account has previously organised with the Hotel.

*** Conditions apply to bookings made three (3) weeks or less in advance***

CANCELLATION: In the event of a cancellation of a confirmed function all monies paid are non-refundable.

START/FINISH TIME: The function agrees to begin and vacate the designated space at the scheduled time.

COMPLIANCE: It is understood that the patron will conduct their function in an orderly manner and in full compliance with Hotel Management and all applicable laws. This includes, but is not limited to, liquor licensing laws, minors, non-smoking and responsible service of alcohol.

MENU SELECTION: The Hotel takes great pride in providing excellent food and service. In order to provide a quality experience, the Hotel requires your menu selection to be confirmed in writing no later than 14 days prior to the event. In the event of changing previous confirmed menu, price variation could be incurred by the client.

SIGNAGE AND DISPLAY: Nothing is to be nailed, screwed or fixed in any way to any wall, door or other part of the building unless the Hotel grants prior permission.

OUTSIDE CATERERS: No food or beverage of any kind will be permitted into the Hotel for consumption at the function by the patron or any of the patrons' guests unless previously approved

by hotel manager, (i.e.: birthday cake, special toasting wine for religious purposes etc)

INSURANCE: The Hotel will not accept responsibility for damage or loss of merchandise left in the Hotel prior, during or after a function. The organiser of the function must arrange own insurance/security.

FIRE SAFETY: The use of compressed gas, flammable liquid/gas, heaters, lamps, lanterns and other heat producing devices are forbidden in the hotel. The above devices if needed by the function must have prior approval of the Hotel.

ELECTRICAL: Any use of electrical equipment beyond what is supplied by the Hotel will incur the cost of installation or rewiring / reconnection.

CONFETTI: Confetti or rice grains are not permitted inside the hotel or the grounds.

CLEANING: General cleaning is included in the hire of any space within the hotel, however, if cleaning requirements are considered excessive at completion of any function, additional cleaning charges will be incurred.

DELIVERIES: All deliveries to the Hotel must be advised to the Hotel Manager / Head Chef prior to arrival and must be clearly marked with the function name and date. Deliveries must arrive during normal business hours. The Hotel does not provide storage space for goods unless previously arranged.

SECURITY: The Hotel reserves the right to exclude or eject any and all objectionable person(s) from the function or Hotel premises without liability.

CAKES PROVIDED BY ORGANISER: A charge of \$2.50 per person for cutting, plating, bagging and or garnishing of all cakes. Bags are to be provided by organizer. A charge of \$5.00 per person applies if cake provided by organizer is to be used as dessert in place of dessert provided by hotel

PRICES: All prices are based on current costs and are subject to change without notice to meet price increases. Prices quoted include G.S.T.

UNFORESEEN EVENTS: The Hotel does not accept liability in the event of any natural disaster, labour dispute, transportation strike, picketing, power failure, or other unforeseen circumstance beyond the Hotel's control.

GUESTS UNDER 18 YEARS: The Hotel does not accept responsibility for guests under the age of eighteen years. All minors attending functions at the Hotel must be accompanied by a responsible adult and under no circumstance may they be served or provided alcohol.

MUSIC: Music and entertainment is at discretion of hotel management and will be controlled by hotel management at all times.

CLIENT:

Name: _____

Contact: _____

Signed: _____

Date: _____

HOTEL:

Bistro Supervisor / Coordinator:

Signed: _____

Approved

Manager: _____

Date: _____