



# CONTRACT AGREEMENT

## Terms and Conditions

### 1. Tentative bookings

Tentative bookings must be confirmed as soon as possible and will be held for a maximum 14 days. If confirmation is not received in this time we may release the venue without notice. In the event that a tentatively booked venue is requested, we will contact the original booker for confirmation. A venue may be released if tentative bookings cannot be confirmed.

### 2. Confirmation

Confirmation should be at least 7 days prior and full payment of total invoice 3 days before event date.

### 3. Cancellation Policy

In the event of a function cancelling, the following terms are applicable:

**All cancellations must be made in writing.**

- a. More than 60 days notice; the deposit is refundable in full
- b. 60 – 31 days from the proposed event date, the deposit is not refundable but may be transferred once to an alternate date. In the event of that date being cancelled, then the deposit will be forfeited.
- c. 30 - 8 days from the proposed event date, 50% on the estimated value of the event will be charged as cancellation fee.

#### **4. Menu**

Please confirm your menu and beverage selection at least 14 days prior to the event, or as advised by your Events Coordinator.

#### **5. Final attendance**

Final numbers are due 48 hrs prior to the event. If at any time the number of attendees decrease then the guaranteed number will be charged.

#### **7. Payment**

50% or 70% deposit is required to secure the booking. Balance payment is due 3 days prior to the event based on the final numbers.

All extra charges incurred must be settle on the day of the event.

#### **8. Prices**

Catering prices are current at the time of this quotation but may be subject to revision at Management's discretion to meet rising costs. Prices are subject to 15%VAT.

#### **9. Food & Beverage**

No food or beverage is allowed to be brought into the Hotel premises without management's authorization.

#### **10. Entertainment**

Assistance with the organization of entertainment is available from your function's coordinator. All entertainment for your function must be made with prior approval from the management and hotel conditions met, such as sound levels and completion times. Should any entertainment be seen as offensive to any employee or should the noise exceed the levels that are acceptable then the Hotel reserves the right to cease entertainment at any time. Please see your function coordinator. **All music and entertainment must be off by 11:30pm.**

#### **11. Extended hours / timing**

Additional labor or venue charges may apply if your event continues after the agreed completion time. Extended arrangements are under the discretion of Management at the time of the function.

## 12. Security

Arrangements for special security can be made upon request and may attract an additional charge. Particular events may require specific security arrangements and are subject to associated charges. The Hotel reserves the right without liability to exclude or eject any or all-objectionable persons from the premises.

## 13. Client responsibility

It is your responsibility to ensure that all attendees behave in an orderly manner during the event. Guests are expected to comply with the behavioral codes of the Hotel and licensing laws, such as Responsible Service of Alcohol.

Any damage to premises, persons or equipment as a result of disorderly conduct by guests at the event is the responsibility of the booker.

All care but no responsibility will be taken in respect to damage or loss of goods left on the premises prior to, during or after the event. Appropriate insurance cover should be made at the discretion of the booker.

## 14. Cancellations

Cancellations of function rooms by you must be advised in writing. If the event is cancelled with less than 60 days' notice, deposits may be refunded only if the function room is resold. When bookings are cancelled within 30 days of the event, 50% of the deposit may be refunded should the room be subsequently resold. The full deposit may be retained in lieu of costs incurred for cancellation notice of 14 days or less.

## 15. Privacy

All information provided by you will be protected and will only be used for the purpose of conducting your event.

### Company Representative

Name: .....

Title: .....

Sign: .....

Date: .....

### Hotel Representative

Name: .....

Title: .....

Sign: .....

Date: .....

