



Terms & Conditions

BOOKINGS:

- Tentative bookings will be held for 7 days only.
- Deposits for all bookings must be paid within one week of the initial booking.
- A holding deposit of \$300 will be required to confirm all bookings.
- No bookings will be held without a deposit.

CANCELLATIONS:

- We would be disappointed if a function were to be cancelled, however, we realize that circumstances occasionally make this necessary. If a cancellation is made the deposit can be refunded in full if written notice is given and received 14 days prior to the event, or, if the venue is successfully rebooked.

CONFIRMED NUMBERS & DETAILS

- Please provide final number of people attending & all final details to the function coordinator no less than seven working days prior to the booking date.
- Charging will be based on the final numbers confirmed.
- The unexpected often happens and the hotel retains the right to move the function to another area, which is more suitable for the amended number of guests.

PAYMENT:

- Payment is due prior to or immediately concluding the function.
- Credit cards, cash or bank cheque are accepted.
- Personal & Company cheques do require prior arrangement up to or more than 5 working days to be cleared by the bank.
- Prices are subject to change without notice, but will be guaranteed once menu details are confirmed.

PREVENTING DAMAGE:

- We always take reasonable care but we do not accept responsibility for loss or damage of equipment or merchandise left on the premises prior to or after the function - this does include equipment hired by the hotel for a clients use.
- Damage to the hotel property during a function is the financial responsibility of the organizer. Management reserve the right to charge a bond of up to \$1000.00 to be payed in cash or credit card prior to the commencement of the function.

PATRON CARE

- Under the Liquor Act, alcohol cannot be served to intoxicated or under aged persons.
- Management reserve the right to refuse entry.

SURCHARGE

- Public Holiday - a 15% surcharge is applicable on all food and beverage consumption.