



Our Booking Policy: Terms & Conditions

Deposit

A deposit of \$200 is required to confirm a function booking. If no deposit is provided, the function will be deemed tentative and may result in loss of the booking. Your deposit can either be refunded on the night of your function or deducted from the total of your account.

Cancellations

Notice of cancellation 30 days or more prior to the booking date will result in a refund of your deposit, once the hotel has been able to re-allocate that booking date to another function. Cancellation within 30 days of the booking date will result in forfeit of the deposit (unless otherwise determined by hotel management).

Confirmation of numbers

We require the final numbers for your function three weeks prior to your booking date. Any subsequent number changes must be confirmed/approved by the function or duty manager.

Minimum numbers/spend

For all Saturday night functions, bookings are accepted under the proviso of a minimum spend of \$2500. For functions held on Friday night, a minimum spend of \$1000 is required. Functions booked on subsequent days of the week, require no minimum spend.

Payment

Full payment must be made at the immediate conclusion of your function, unless prior arrangements have been made with management.

Lost Property

Please ensure that your guests check for handbags, coats etc prior to departing the function. We do not take responsibility for any items left in the room once functions conclude.

Name:

Address:

Ph hm/wk:

Mobile:

Date of booking:/...../.....

Type of function:

I accept and acknowledge the above information and understand the above Terms & Conditions.

Signature:

