



We thank you for your enquiry,

CONFIRMATION OF BOOKINGS

Your booking will not be finalised until a payment of the \$300 room hire is made and applies to all functions where the room is used exclusively. This is a charge for the use of the room only and does not include any decorations. The room hire must be paid upon booking a specific date for your function. A tentative reservation will be held for a period of 7 days. A booking is considered confirmed upon receipt of this signed terms & conditions, completed booking form & full room hire of \$300. A bond of \$500 is required for all 21st, 30th, 40th, 50th, engagements, and weddings. Management reserves the right to ask for a \$500 bond to any function they deem necessary. We do not host 18th birthday celebrations in our private function room. We do not host functions on Public Holidays.

We accept EFTPOS, cash & all other major cards. Cancelling after a deposit has been paid can only be done by consulting directly with the Venue Manager and only by the person who paid the initial deposit. Any cancellation within 4 weeks of the date of the function will forfeit their deposit. If the venue feels that any function/event will affect the smooth running of the business, security or reputation, management reserves all rights to cancel at their discretion without notice or liability.

NUMBER OF PATRONS

To ensure you and your guests have a comfortable and enjoyable time we have a limit on the numbers we can have for your specific function:

Private Dining	Minimum 20 people/ Maximum 50 people
Cocktail Parties	Minimum 45 people/ Maximum 100 people
Celebration of Life	Minimum 45 people/ Maximum 100 people

CATERING

Depending on your occasion you can select from our cocktail parties, private dining, or celebration of life packages. Catering must be supplied by Kirks Hotel at all functions. You must cater for the number of people attending your function with the minimum catering numbers catered to (please see 'Number of Patrons' above).

BEVERAGES

We can tailor the list to your requirements either by pay as you go, or on a nominated amount for a bar tab. Bar service will conclude 15 minutes prior to the finishing of function. Management reserves the right to refuse beverage service as per Responsible Service of Alcohol guidelines. Under no circumstances are intoxicated guests to remain on the premises, it is the hosts responsibility to ensure that guests adhere, failure may result in the function being cancelled immediately with no refund.

ENTERTAINMENT/MUSIC

As we are located in a residential area, we do have some restrictions on noise level. We have an in house music system that will connect to both android and iPhone. You may also use acoustic live entertainment, DJ or Jukebox, however this style of entertainment choice must be approved by management. There is a TV available to use for a photo slideshow through a USB or Memory card.

DECORATIONS

White linen tablecloths and tea light candles will be provided as a part of your room hire fee. No items are to be attached to any surface within the venue by means of pins, glue, nails, screws or sticky tape. The venue must approve any and all equipment & decorations and reserved the right to disallow anything deemed offensive or dangerous. It is the responsibility of the host to remove all decorations and equipment from the venue at completion of function.

TIMES

We will provide you the times you can have access to the room to decorate. This will be dependent upon other bookings on the day. The duration of your function is a maximum of 5 hours. The latest finishing time is 12.30am.

PAYMENT

We require the final numbers and full payment for food costs 2 full weeks prior to your function. The beverage costs are to be paid at the completion of your function.

CONDUCT

All normal venue policies, procedures & legal requirements apply to any and all persons attending functions within our hotel. Management reserves the right to remove & eject uncooperative and/or intoxicated guests from the venue at their discretion without recourse. It is the organiser's responsibility to read all the terms & conditions and comply. Any damage, theft, breakage or vandalism sustained by any party from the organiser will be held responsible. Should any extra cleaning be required this will be charged to the organiser. The venue does not accept responsibility for any loss or damage of merchandise prior, during or after the function. In the event of a bond being paid these damages will be deducted from the initial bond, any additional charges will need to be paid in full.

We trust that this information can assist you with planning your special function and look forward to providing you with the professional service it deserves. Please feel free to contact us if you have any further queries on (03) 5975 2007.

I confirm that I _____

Have read and understood the above terms & conditions and agree to comply.

Signed: _____ Date: _____



Kirks On the Esplanade
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FUNCTION BOOKING FORM

NAME OF HOST/ORGANISER:

CONTACT NUMBER: _____

EMAIL:

DATE OF FUNCTION: _____

TIME REQUIRED (PLEASE NOTE 5 HOUR MAXIMUM DURATION FOR FUNCTIONS):

FROM: _____ AM/PM TO: _____ AM/PM

TITLE OF FUNCTION/OCCASION:

NUMBER OF GUESTS: ADULTS: _____ CHILDREN: _____ TOTAL: _____

ADDITIONAL INFORMATION:

PLEASE NOTE:

FINAL NUMBERS & AND PAYMENT FOR FOOD MUST BE CONFIRMED NO LATER THAN 14 DAYS PRIOR TO FUNCTION

ROOM HIRE + BOND (IF APPLICABLE) MUST ACCOMPANY THIS BOOKING FORM.

ALL MAJOR CREDIT CARDS ARE ACCEPTED.

BOOKINGS ARE CONSIDERED TENTATIVE UNTIL THE REQUESTED ROOM HIRE, BOND (IF APPLICABLE) + SIGNED TERMS AND CONDITIONS ARE RECEIVED.

I ACKNOWLEDGE HAVING RECEIVED A COPY OF THE GENERAL TERMS AND CONDITIONS, I COMPLY WITH SUCH CONDITIONS ON ACCEPTANCE AND SIGNATURE OF THIS APPLICATION.

SIGNATURE: _____

DATE: _____