

# KIRKS

## ON THE ESPLANADE

FOOD • WINE • ENTERTAINMENT • FUNCTIONS

### **ROOM HIRE**

To secure your function date we require a \$300 room hire fee. This fee covers the hire of the space and use for up to 5 hours, any basic linen requirements, setup, staff, cleaning, tea light candles and a tea & coffee station (if required). Cancelling a function within 4 weeks of the date will forfeit the room hire fee.

### **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:

**Cocktail Parties:** Minimum 45 people/ Maximum 100 people

**Private Dining:** Minimum 20 people/ Maximum 70 people

**Celebration of Life:** Minimum 40 people/ Maximum 100 people

### **CATERING**

Depending on your occasion you can select from our cocktail parties, private dining, or celebration of life packages. You must cater for the number of people attending your function. All catering must be supplied by Kirks on the Esplanade with the exception of bringing your own cake.

### **BEVERAGES**

We can tailor a list to your requirements either by a nominated amount for a bar tab or guests can pay as they go. Bar service will conclude 30 minutes prior to the finishing of function. Management reserves the right to discontinue service of alcohol to any patron at any stage according to the Responsible Service of Alcohol Guidelines.

### **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 12am.

### **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 iPhone & Android. You may also use acoustic live entertainment, DJ or Jukebox (some noise restrictions do apply during bistro hours). There is a TV available to use for a photo slideshow on USB.

## **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. Management reserve 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.

## **PAYMENT**

Room Hire is required upon booking your function. Food costs and final numbers are due 14 days prior to your function. The beverage costs are to be paid at completion on the day of your function.

## **FINE PRINT**

All normal venue policies, procedures & legal requirements apply to any and all persons attending functions within our hotel. We do not cater for 18th birthday parties or younger. A \$500 bond is required for all 21st, 30th, 40th, 50th, Engagement Parties & Weddings. 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 equipment, merchandise or personal items prior, during or after the function. It is recommended that all gifts, equipment & personal items are removed from the venue at the end of your function

If the venue feels that any function or 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.

I confirm that I :

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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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 MUST ACCOMPANY THIS BOOKING FORM.

ALL MAJOR CREDIT CARDS ARE ACCEPTED.

BOOKINGS ARE CONSIDERED TENTATIVE UNTIL THE REQUESTED ROOM HIRE, SIGNED TERMS AND CONDITIONS AND BOOKING FORM 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: \_\_\_\_\_