



FOOD • WINE • ENTERTAINMENT • FUNCTIONS

Function Booking Form

CONFIRMING YOUR FUNCTION

To secure your function date we require a \$300 deposit, deducted from the total package cost due 14 days prior to the function date. Pricing includes private use of the space, function set up and staffing. A \$350 Security Fee is required for all 21st, 30th, 40th, 50th, Engagement Parties & Weddings and functions booking live music.

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

CATERING

Depending on your occasion you can select from our cocktail party, 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 & RESPONSIBLE SERVICE OF ALCOHOL

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

UNDERAGE POLICY

Underage guests must be accompanied by a responsible adult, parent or guardian. Where underage guests are discovered to be consuming alcohol they may be asked to leave the premises and where necessary, the function may be cancelled without refund for costs paid.

TIMES

We will provide you the times you can have access to the room to decorate the week prior to your function date. We offer 12-4pm for afternoon functions and from 5pm onwards for evening functions. Evening functions run for a maximum of 5 hours, with the latest start time of 7pm. Please note that bar service will conclude 30 minutes prior to your function end time.

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

Table linen, signage, artificial flowers and table runners are included in the set up for your function. You are welcome to bring additional decorations. The venue does not allow items 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

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

Please note that if your function falls on a Public Holiday or Public Holiday Long Weekend, a 15% Surcharge will be added to food and drink pricing.

CANCELLATION

Our cancellation policy is 30 days ahead of the function date for a full refund. Cancellations made within this time shall forfeit the deposit. Cancellations made within 14 days of the function date are non refundable.

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. Management reserves the right to remove & eject uncooperative and/or intoxicated guests from the venue at their discretion without recourse.

At the conclusion of the function, guests are asked to vacate the venue promptly.

Continued drinking on the premises is not permitted, in accordance with Responsible Service of Alcohol guidelines

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

Signed: _____

Date: _____



FUNCTION BOOKING FORM

Please complete the following details regarding your function:

Name of Organiser: _____

Contact Number: _____

Occasion (inc. name): _____

Function Date: _____

Function Time: Start time _____ / Finish Time _____

Party Size: Adults ____ / Under 18 ____

Additional Information:

Please note that bookings are not confirmed until both the deposit and booking form have been completed

All major credit cards accepted

I acknowledge having received a copy of the general terms and conditions, I comply with with such conditions on acceptance and signature of this application

Signed: _____

Date: _____