

## Our Booking Policy: Terms & Conditions

### Deposit

A deposit of \$200 is required to confirm a function booking. If no deposit is supplied the function will be deemed tentative and may result in the loss of the booking. The deposit will either be refunded on the night or come off the total of the account.

### Cancellation

Notice of cancellation prior to 60 days notice shall receive 100% cancellation after this period shall forfeit the deposit or be transferable to another date.

### Confirmation of numbers

Final numbers are requested 3 weeks prior, any number changes after this date must be approved by the function or duty manager.

### Minors

The hotel has a strict policy in regards to minors in the establishment. Persons under the age of 18 must be under direct supervision of a parent at all times and must leave the premises by 10pm. The consumption of alcohol by a minor is strictly prohibited.

### Payment

Full payment should be made prior to the commencement of the function, or unless prior arrangements have been made with management.

Name: .....

Address: .....

Ph hm/wk: .....

Mobile: .....

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

Type of function: .....

I ..... accept and acknowledge the above information and understand the above terms and conditions.

Signature: .....