

# FUNCTIONS TERMS & CONDITIONS



**CONFIRMATION:** This form must be signed and non-refundable venue hire charge paid, within fourteen (14) days of making your booking. Tentative bookings will be held for a period of fourteen (14) days.

**VENUE HIRE CHARGE:** To guarantee a certain area of the pub for a function, there is a charge of \$500 for the queen end, queen pergola, fire end. If booking for example the queen end and queen pergola the venue hire fee is \$1000. A section on the front courtyard is \$300. The rear courtyard is \$300 and this is a private area that we can section off from other patrons. We cannot guarantee other customers won't walk through any other areas of the pub during your function. Due to unforeseen circumstances management reserves the right to assign an alternative area to the one requested.

**FINAL BALANCE:** The outstanding balance is required seven (7) days prior to function date except for bar tabs.

**MENU SELECTION:** The George Harcourt Inn takes great pride in providing excellent food and service. In order to provide a quality experience, the pub requires your menu selection to be confirmed in writing no later than 14 days prior to the event. In the event of changing previous confirmed menu, price variation could be incurred by the client.

**FINAL CONFIRMATION OF NUMBERS AND DETAILS:** Final details must be confirmed no more than fourteen (14) days prior to your event. This includes menus, beverages, starting time, area layout, decoration and exact numbers. This will be the minimum number of guests charged for regardless of non-attendance for sit down meals.

**FOOD AND BEVERAGE:** No food or beverage may be bought onto the premise without prior approval from the Functions Manger.

**CAKES PROVIDED BY ORGANISER:** A charge of \$2.50 per person for cutting, plating, bagging and or garnishing of all cakes. Bags are to be provided by organiser. A charge of \$5.00 per person applies if cake provided by organiser is to be used as dessert in place of dessert provided by pub.

**CANCELLATION:** In the event of a cancellation of a confirmed function all monies paid are non-refundable.

**START/FINISH TIME:** The function agrees to begin and vacate the designated space at the scheduled time.

**COMPLIANCE:** It is understood that the patron will conduct their function in an orderly manner and in full compliance with The George Harcourt Inn Management and all applicable laws. This includes, but is not limited to, liquor licensing laws, minors, non-smoking and responsible service of alcohol.

**RESPONSIBLE SERVICE OF ALCOHOL:** The George Harcourt Inn practices Responsible Service of Alcohol, and reserves the right to refuse service of alcohol to intoxicated patrons. The pub also reserves the right to terminate a function due to inappropriate behaviour.

**SIGNAGE AND DISPLAY:** Nothing is to be nailed, screwed or fixed in any way to any wall, door or other part of the building unless the pub grants prior permission.

**CONFETTI:** Confetti or rice grains are not permitted inside the pub or the grounds. A cleaning fee will be required if these are used.

**CLEANING:** General cleaning is included in the hire of any space within the pub, however, if cleaning requirements are considered excessive at completion of any function, additional cleaning charges will be incurred.

**INSURANCE:** The pub will not accept responsibility for damage or loss of merchandise left in the pub prior, during or after a function. The organiser of the function must arrange own insurance/security.

**FIRE SAFETY:** The use of compressed gas, flammable liquid/gas, heaters, lamps, lanterns and other heat producing devices are forbidden in the pub. The above devices if needed by the function must have prior approval of the management.

**DELIVERIES:** All deliveries to the pub must be advised to the Functions Manager prior to arrival and must be clearly marked with the function name and date. Deliveries must arrive during normal business hours. The pub does not provide storage space for goods unless previously arranged.

**SECURITY:** The pub reserves the right to exclude or eject any and all objectionable person(s) from the function or premises without liability.

**PRICES:** All prices are based on current costs and are subject to change without notice to meet price increases. Prices quoted include G.S.T.

**GUESTS UNDER 18 YEARS:** The pub does not accept responsibility for guests under the age of eighteen years. All minors attending functions at the pub must be accompanied by and in the presence of a responsible adult, and under no circumstance may they be served or provided alcohol.

**MUSIC:** Music and entertainment is at discretion of management and will be controlled by hotel management at all times.

**18<sup>TH</sup> AND 21<sup>ST</sup> BIRTHDAY PARTIES:** The George Harcourt Inn does not accept 18<sup>th</sup> or 21<sup>st</sup> birthday parties, and we reserve the right to terminate any function that does not make us aware that it is and 18<sup>th</sup> or 21<sup>st</sup>.

## ACCEPTANCE

Name: .....

E-mail: .....

Phone Number: .....

Date of Function: ..... Type of Function: .....

Signature: .....

