

FUNCTION

TERMS AND CONDITIONS

The Criterion Hotel accepts the responsibility of ensuring that your function meets and, we hope, exceeds your requirements. We believe a successful function commences in the planning stage and the ongoing communication established between the Function Coordinator and yourself. If you have a query, not matter how small; please discuss with our Function Coordinator, as it will assist in a happier conclusion.

TENTATIVE BOOKINGS

We will accept a tentative booking for a period of two weeks. We will cancel the booking if you have not confirmed within this period.

DEPOSITS

Upon confirmation of the booking, a security deposit of \$300 is required. Cancellations are accepted two months prior to the function where the full deposit will be refunded. If the cancellation falls under the two month period, the deposit will only be refunded if another party takes up the date. The security deposit remains in place until the end of the function and will be refunded within 72 hours.

PAYMENT DETAILS

Payment of the food portion of the account is required seven days prior to the function date. Where a Bar Tab is to be provided for your guests this amount is also to be paid in full prior to the function. If the Bar tab is not fully spent, the difference will be refunded to you within 72 hours along with your security deposit

PARKERS' ROOM HIRE

The nominated room hire fee is \$150 which includes the following:

Set up and set down of the room, (decorations/decorating not included)

Serviettes in the colour of your choice (one colour only)

In house audio system (Docking, Speakers, Amplifiers & Microphone)

PLEASE NOTE—the use of confetti, rice, glitter or other similar substances is not permitted, should this occur a \$100.00 cleaning fee will apply.

SMOKING

The Hotel is a non-smoking venue as per Legislative requirements. Provision for smokers is provided in designated areas of the ground floor verandas. Non-compliance of this Legislative requirement will result in immediate removal from the venue.

FOOD AND LIQUOR

All food and liquor is to be purchased from the Criterion Hotel. However, in some cases it is considered appropriate to allow the customer to supply a certain style of liquor i.e. toasting wines (limited amount) or specialised cake. Corkage of \$10.00 per bottle and cakeage of \$3.50 per head applies. Cakeage includes one scoop of vanilla ice-cream and cream per plate. Please ask if you have an enquiry in this regard.

TRADING HOURS

The normal closure time is 12 midnight. Subject to the number of persons still at the function, this can be extended to 1am after consultation with the Duty Manager on the night.

GUEST NUMBERS VS SERVICE

The minimum number of persons for a function is 30. Should the numbers go below this figure and you require the bar to be open a fee of \$25 per hour for the bar staff member will apply.

Should you not require bar service you are more than welcome to purchase your drinks from one of our other bars throughout the venue.

Final numbers of persons attending the function is required seven days prior and this will be the number applied to the function on the night in relation to food. Should you require full table service for the duration of your function this will be charged at \$20 per hour, for each hour required.

ENTERTAINMENT

The Criterion has access to several local entertainers and is happy to put you in touch with them. We do reserve the right to veto any entertainment not considered suitable with regard to the hotel licence and request a moderate music volume is maintained

SPECIAL REQUIREMENTS

Should you have a special dietary requirement or any other special requests please advise our Function Coordinator and we will do our best to accommodate your requirements.

PRICE VARIATIONS

In the unlikely event of price rises from the date of confirmation of the function, the customer will be advised immediately and if required an alternate product will be sourced. This is very unlikely, however in the case of seafood it could be a possibility.

DAMAGE/GUEST MISCONDUCT

It is the responsibility of the customer to ensure that all invited guests behave in an acceptable manner. Should any damage occur to any property within The Criterion Hotel it shall be the responsibility of the Function holder to ensure damage is repaired to the satisfaction of the Hotel. Furthermore, if you wish to decorate the room, please consult with the Function Coordinator to ensure no damage is done while affixing these decorations.

PUBLIC HOLIDAYS

On very few occasions does a function fall on a Public Holiday, however, should this be the case management reserves the right to reassess the costing's and in this regard a surcharge of 10% may apply.

PERSONS UNDER 18 YEARS

Persons under the age of 18 years can attend the function however must remain under the control of their parents or legal guardian at all times. They are not allowed to consume liquor and are not to venture into any other section of the Hotel. This requirement is viewed very seriously and action will be taken if the requirements of the Liquor Act are not adhered to in full. Any guests under the age of 18 years must leave the venue no later than 10pm.

I agree to the terms and conditions as set out on the two pages above.

Signed: _____

Dated: _____

Print Name: _____