

This form must be completed for all event bookings. Bookings are confirmed in writing by hotel management once this form is completed and returned to us.

Function Session Times - No Minimum spends for using 1 space for 1 session,

If you would like a bespoke event or time, please tick below

<b>Lunch</b> 11am to 2pm <input type="checkbox"/>	<b>Afternoon</b> 2:30 pm to 6pm <input type="checkbox"/>	<b>Night</b> 7pm to midnight <input type="checkbox"/>
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**BESPOKE**

With our bespoke events you can have multiple spaces and times, this may incur a minimum spend. These costs do vary, so please reach out and we would be happy to provide further information on costs.

Start Time:- ..... Finish Time:- .....

Space Names:- .....

SPACE .....

DAY AND DATE ..... NUMBER OF GUESTS..... EVENT NAME .....

CONTACT NUMBER ..... CONTACT NAME ..... CONTACT EMAIL.....

FOOD

CATERING REQUIRED? Yes / No / Maybe

CATERING IS REQUIRED MINIMUM 14 DAYS PRIOR VIA EMAIL (enquiries@roseofaustralia.com.au)

WAITER REQUIRED? Yes / No / Maybe WAITER FEE IS \$150 FLAT CHARGE FOR EVENTS UP TO 4 HOURS

DRINKS

DRINKS PACKAGE Yes / No / Maybe

BAR TAB REQUIRED? Yes / No / Maybe

BAR TAB LIMIT \$ ..... DRINKS TABLE? Yes / No / Maybe

I, ..... have read, understood and accept the Terms and Conditions of the Rose of Australia Hotel and confirm the above information is correct.

Signature ..... Date .....

Please email back to:- enquiries@roseofaustralia.com.au

ALL EVENT BOOKINGS ARE CONFIRMED IN WRITING BY MANAGEMENT AND MAY REQUIRE A DEPOSIT TO BE PAID

*Booking Form*

#### Minimum Spends:

Minimum spends apply when you combine spaces or multiple session times,.

Our philosophy is to offer no minimum spends and no guarantees for small group and table bookings. Management reserves the right to apply minimum spends where exclusive use is required, regardless of confirmed numbers. Minimum spends may also apply during peak periods and public holidays. If a minimum spend is deemed applicable, management reserves the right to request a credit card authorisation form to be used if the minimum spend is not reached.

In the event that function capacity is not reached, management reserves the right to open up parts of the designated area to other members of the public after 1 hour.

#### Small group and table bookings:

Small group and table bookings will only be held for 15 minutes. In the event that no one from your party has shown after this time we reserve the right to release the booking.

#### Confirmation of booking:

A signed function form is required to secure a booking for groups of larger than 20. All catering and beverage packages must be paid for 10 days prior to the event. Bar tabs may be required to be paid in advanced, or settled on the day. During peak periods a \$500 non-refundable deposit may be required at the discretion of management.

We accept cash, eftpos, Mastercard, Amex and Visa. The hotel does not accept cheques. Payment on invoice is done with the payment being received 10 days before the event.

#### Confirmed Numbers for your function:

Final attendance numbers are required 10 days prior to your event. Please note that this number will form the basis for final catering. All catering and beverage packages must be paid for when confirming final numbers. Once payments have been processed, no refunds will be offered should your numbers decrease, or you experience no shows at the event. Should payment not be received the venue reserves the right not to proceed with the function.

#### Cancellation:

Cancellation of a function after catering has been paid for is at the discretion of management. During peak periods a non-refundable deposit of \$500 is forfeited at any stage after cancellation.

#### Guest Entry:

Guest entry to function will only be permitted in accordance with agreed start and finish times. The venue reserves the right to refuse entry to any patron on the basis of responsible service of alcohol procedures. Minors are welcome to attend functions in designated authorised areas but must be supervised by a legal guardian, however they must vacate the premises by 10pm. (Infants are welcome to remain at the parents own risk).

#### Room allocation:

Management reserves the right to assign an alternate room where the original room becomes inappropriate or unavailable due to circumstances beyond the venues control.

#### Cakeage:

A cakeage fee of \$1 per person, per cake is applicable. Cakege will be charged for each person, regardless of whether they partake or not. We will not keep your cake in storage after service. If you leave the venue without taking your cake with you, we will consider it finished and dispose of it accordingly. You will be provided with the cake knife, and paper plates and utensils to portion and serve your dessert. Our staff will not be available to serve or portion - they will, however, provide, clear and clean said implements.

#### Decorations:

Any additional decorations or props must be approved by the functions team. The venue reserves the right to remove any material or equipment that may be considered in poor taste, offensive or dangerous. No confetti or scatters is to be used at any time during an event, including confetti in balloons. We are unable to accept deliveries on your behalf for cakes/decorations. Anything you wish to bring; you must bring with you to the function and take with you when you leave. Decorations can not be collected the next day, and if left behind, will be considered rubbish.

#### Function conduct:

It is a requirement that the organiser will conduct the function in an orderly manner. All normal venue procedures, policies and legal responsibilities will apply to any or all persons attending a function at all times, including the compliance to responsible service of alcohol procedures. When booking a function it is the responsibility of the host to give accurate details in relation to the type of function and its guests. If a guest falsifies information, or if a function is booked on false pretenses, the venue reserves the right to cancel the function without notice at the expense of the host.

#### Security Requirements:

It is venue policy that all 18th, 21st celebrations of more than 25 people, are required to hire an additional security guard for their events.

#### Terrace Bookings:

Please note the terrace function area closes at 11pm. All patrons will be asked to make their way inside Howard's Cantina or hotel at this time for the last hour of trade.

#### Damage:

Please be advised that organisers are financially responsible for any damage, theft, breakage or vandalism sustained to the function area or hotel by function guests, invitees or other persons attending the function. The venue does not accept responsibility for loss of merchandise left prior or after the function. It is recommended that all client goods be removed from the venue immediately after a function.

*Terms & Conditions*

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