

### CONTACT DETAILS

Full name: \_\_\_\_\_ Mobile number: \_\_\_\_\_

Email address: \_\_\_\_\_

### FUNCTION DETAILS

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Number of guests: \_\_\_\_\_

Occasion: \_\_\_\_\_

Secured function area: \_\_\_\_\_

AV/music requirements: \_\_\_\_\_

Food package (canape/set menu): \_\_\_\_\_

Drinks option: \_\_\_\_\_

Dietary requirements or special requests: \_\_\_\_\_

### COSTS

Minimum spend: \_\_\_\_\_ Security: \_\_\_\_\_

Deposit : (50% booking) \_\_\_\_\_

### PAYMENT DETAILS

Card type: \_\_\_\_\_

Cardholders name: \_\_\_\_\_

Card number: \_\_\_\_\_

Expiry: \_\_\_\_\_

CCV: \_\_\_\_\_

### TERMS & CONDITIONS:

Our function areas are priced by minimum spend. The application of minimum spend is at the discretion of management and will be advised at the time of booking.

To book your function a 50% deposit is required at the time of booking. A tentative hold can be placed on an area at the discretion of the functions manager. If no contact has been made for 5 days after asking for a booking deposit to be placed, spaces may be given to the next guest.

Cancellations are to be made 3 weeks in advance of a function to be given a full refund. Cancellations within 2 weeks of booking will forfeit the deposit amount. Cancellations within 7 days of booking will be liable for the full booking amount

Selection of food items are to be confirmed no less than 10 days prior to the event.

Full payment for food items must be paid prior to the commencement of the function.

Pay as you go drinks TABs will require a credit or debit card to be held until the tab is completed and paid.

Length of functions will be determined before the event and in conjunction with trading hours. In some cases there will be bookings after one another, in these instances guests are required to vacate the area one hour before the next scheduled booking.

Damage - the client will be accountable for any loss or damage which is caused to the hotel by any guests of your function.

Music - depending on the space booked for your function there may be a variety of music options available. Volume is at the discretion of hotel management.

Entertainment - if you would like to book a DJ, band or other form of entertainment, this is at the discretion of hotel management and must be pre arranged.

Cakes - guests are welcome to bring their own cake. We are able to provide you with a knife, plates and serviettes free of charge.

Catering in addition to a celebration cake is strictly prohibited.

Dress regulations do apply. Minimum requirements are smart casual wear, no sports wear, work wear or thongs are permitted.

Fancy dress is at the discretion of hotel management.

Prices and selection of beverages and food items are subject to change.

Minors are only permitted in certain areas of the hotel. Minors may be asked to wear an identifying wristband during their stay at the hotel. All minors must leave the venue before 10pm.

Birthday parties for 16-20 year olds are unfortunately not permitted at Lorraine's or The Robin Hood Hotel.

Security - for larger bookings and 21st birthday parties you may be required to incur the cost of security. This comes at a cost of \$70 per hour for a minimum of 4 hours for each security member required.

Our function food is designed to be consumed at the event. If, however, you choose to take home leftover food, please notify your functions coordinator prior to the start of the event. We cannot take responsibility for the food once it has left our premises.

Clause - when booking a function, it is the hosts responsibility to give accurate details in relation to the event occasion and it's guests. If a host or guest falsifies information or a function is booked on forged pretences, Lorraine's and The Robin Hood Hotel reserves the right to cancel the function without notice at the expense of the guest.

The Robin Hood Hotel practices the responsible service of alcohol. Any patrons not adhering to our strict service policy will be refused service and asked to leave the venue.

I have read the terms and conditions stated above and understand that it is a legally binding contract and that the hotel reserves the right to refuse entry without exception.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_