



HOPE INN HOTEL FUNCTION TERMS & CONDITIONS

TENTATIVE BOOKINGS - We will hold for a maximum of 10 days.

CONFIRMATION OF BOOKINGS - Booking numbers are required upon deposit payment for the function with final number of attendance at least 5 days before the function. All bookings must adhere to the venue capacities for each area within the hotel.

DEPOSITS - To secure a Function, a deposit of \$10 per person is required for set menus or a minimum of \$250 is required for cocktail/A la carte functions. Management reserves the right to cancel any booking which does not adhere to the terms and conditions. Deposits are then deducted from the final balance on the night or can be paid back in cash if previous requested.

PAYMENT - All Set-Menus & Platters must be paid in full at least 5 days before the commencement of function. Bar Tabs must be paid in full on the day of event by cash, credit card or cheque if previously approved by management. Entertainment Cards and other discounts are not applicable with function menus & bar tabs.

CANCELLATION POLICY - Function bookings can be cancelled with return of deposit if they are cancelled 7 days prior to event with written notice via email or phone call to Functions Manager/Venue Manager. Deposits for functions WILL NOT be refunded if the event is cancelled shorter than 7 days prior to event, and without written or verbal communication to managers. This also applies if the event has to be cancelled by management due to no shows, insufficient numbers on the night or poor behaviour/damage to property.

INCLEMENT WEATHER -We are able to offer limited protection for inclement weather for bookings in The Beer Garden area. We will discuss with you an alternate option should weather intervene. However bookings that are made between April – September in our Beer Garden area may not be offered an indoor space.

MENU SELECTION -Menu details, function menus and beverage options must be confirmed 14 days prior to the function. Please inform us of any dietary requirements prior to the function so we can cater for your every need. All guests affiliated with a booking must be on the same function menu and beverage option. Outside food is not permitted in our venue unless approved by the manager. Any outside food that wishes to be served upon approval will incur a fee.

CAKES/NIBBLES -You may bring a cake and we will refrigerate it until you wish to have it displayed. We do not charge a fee if you would like to cut and serve your own cake however

a \$2.50 per guest cake-age fee applies when you would like our chefs to cut & plate your cake with freshly whipped cream and coulis. Continental cakes/biscuits &

lollies may be brought into venue for special events with the permission of the manager previous to event, this comes at a cost. Snack food such as nuts & chips are not permitted to be brought into our venue as we stock them and are sold in the venue.

BYO -This only offered to bottles of wine. We offer a fee of \$10 corkage on every bottle of wine you bring into the venue, this includes opening of the bottle and glassware provided. Please discuss this prior to event with manager.

DECORATION -You are welcome to decorate your hired space. We request that you use blu-tac if planning to hang things from the walls. We do not allow glitter, table scatters or confetti. Should you need assistance with your decorations, we would be happy to accommodate with notice.

AV FACILITIES & ENTERTAINMENT -It is the organiser's responsibility to ensure that all external AV equipment is compatible with the hotels' in house equipment. Organisers are more than welcome to test equipment on site prior to the function. Approval from management is required should you wish to hire a band, DJ or any other form of entertainment. Display of photos or videos on our TV's must be tested prior to event as not USB are compatible.

RESPONSIBILITY -Organisers are financially responsible for any loss or damage sustained to The Hope Inn Hotel by the organiser or caused by guests attending the function. The hotel claims no responsibility for any loss or damage to personal items left on the premises prior to or following the function.

DUTY OF CARE -At all times responsible service of alcohol is practiced at the hotel. Intoxicated individuals will not be served alcohol. The Hope Inn Hotel reserves the right to refuse service or remove patrons for inappropriate or offensive behaviour without liability. Dress codes also apply, any patrons/guests that do not adhere to clean and tidy dress code will be asked to leave. The law in respect of people under 18 years of age will be enforced at all times. Minors must be out of the venue by 12am. Approved identification must be provided upon request.

*Payment of deposit implies your acknowledge and agreement to these
Terms & Conditions.*