



# Functions & Events

## TERMS & CONDITIONS

Please note, all bookings will remain tentative until credit card details and the **Booking Agreement** is completed and returned.

### Terms & Conditions:

<b>Function:</b>	
<b>Date:</b>	<b>Time:</b>
<b>Organiser:</b>	<b>Phone:</b>
<b>Email:</b>	
<b>CANCELLATIONS:</b> All cancellations will require written notice (email or hard copy) and the following terms apply. Where late cancellations occur, catering costs for food ordered will be charged to your account.	
<b>STAFFING &amp; SUPERVISION:</b> Functions which exceed 3 hours of service will incur a staffing fee of \$50/ per extra hour required.	
<b>DAMAGES:</b> You (The Client) are liable for any damage to, or excess cleaning of the venue or the property within, whether by your own action or through the action of your guests. Any additional cleaning or maintenance fees will be charged to your credit card in the event of damages to the hotel.	
<b>STAFFING &amp; SUPERVISION:</b> Functions which exceed 3 hours of service will incur a staffing fee of \$50/ per extra hour required.	



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## BOOKING REQUIREMENTS

<b>3 weeks prior:</b>	<b>Date Required:</b>
<ul style="list-style-type: none"><li>- Menu and beverage package selections provided to our functions Manager. Menus are subject to seasonal change and price variation.</li><li>- Details of the duration of your event and additional staffing requirements</li><li>- Confirmation of Booking form with credit card details</li></ul>	
<b>2 weeks prior:</b>	<b>Date Required:</b>
<ul style="list-style-type: none"><li>- Details of any entertainment, decoration or floor plan requests submitted to our functions manager.</li></ul>	
<b>1 week prior:</b>	<b>Date Required:</b>
<ul style="list-style-type: none"><li>- Confirmation of final guest numbers. Please note that all charges pertaining to the event will be based on final numbers. Full payment is required by the end of your function.</li><li>- Any special dietary requirements will need to be submitted for our kitchen team to appropriately accommodate your guests.</li></ul>	





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## CONFIRMATION OF BOOKING

To confirm your booking please complete this form and return it to the Stag & Hunter Hotel.

Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Phone No \_\_\_\_\_ Date \_\_\_\_\_

### Credit Card Details

We require you to provide your credit card details for the following reasons:

- to identify you
- for payment of any food and/or beverages provided
- for payment of any extras authorised in the **Terms & Conditions** of this agreement, including any cancellation fee due in accordance with our **Cancellation Policy**, or reimbursement arising as a result of any damages to hotel property or infrastructure.

Credit Card Number \_ \_ \_ \_ \_

Name on Card \_\_\_\_\_

Expiry Date \_\_\_\_\_ VISA | Mastercard (please circle)

Cardholder's Address \_\_\_\_\_

### Client's Acknowledgement

I agree to the **Terms & Conditions** outlined in this document, and consent to the Stag & Hunter Hotel using my personal credit card information for reasons outlined in this document only. I acknowledge that the Hotel has a **Cancellation Policy** and I agree to the respective terms outlined.

I note that by making this reservation I am entering into a binding agreement with the Stag & Hunter Hotel.

### Booking Details

Date & Time of Booking \_\_\_\_\_

Number of Guests \_\_\_\_\_

Signature of Client \_\_\_\_\_