

Terms and conditions



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Room Hire

The function areas in the hotel are available free of hire charges, we do however have a minimum spend for each area.

Minimum Spend

This amount can be divided between your food and beverage selections. If this amount is not reached at the closure of your function the remaining balance will be charged in full. On arrival we will require a credit card to start the function which will be kept safe behind the bar until the function comes to an end.

Monday – Thursday \$500 minimum

Friday – Sunday + Public Holidays \$800 minimum

- Sports lounge (fireplace): 40 people sit down / 30-60 people cocktail
- Lounge: 40-80 people sit down / 40-100 cocktail
- Courtyard: 100 people cocktail

Deposit

A deposit of \$150 is required for all functions. A booking is not secure until the deposit is paid and the terms and conditions have been signed. The deposit will be deducted from the final account.

Food & Beverage Selections

All our current menus are available on request or can be downloaded off our website. If you are after something that is not mentioned, please feel free to ask and we will do our best to accommodate your needs.

For set menu functions we require your food selections and the anticipated number of people attending a minimum of 7 business days prior to your function. The final numbers are to be confirmed 2 business days prior to the event. This number represents the number of guests for which you will be charged for.

All menus and prices are subject to change and availability. No food or beverages are to be brought into the hotel without prior arrangement with management.

Cakes

You are welcome to supply your own cake; we can provide a cakeage service (\$30) for you including a clothed cake table, storage and display of the cake, cake knife. Upon your request we will cut and serve the cake to your guests.

Liquor Licensing Act

For you and your guests' safety, if you are intoxicated, disorderly or offensive we will not serve you and you may be asked to leave.

It is against the law for us to serve alcohol to a person who is intoxicated or whose speech, balance, coordination or behavior is noticeably impaired and is reasonable to believe that the impairment is the result of the consumption of alcohol.

Audio / Visual Facilities

The hotel has its own internal digital sound system, which you are able to select a pre-programmed genre. Alternatively you can bring in your iPod and play it through the system.

We have plasmas in each function area as well as a DVD player which you are welcome to use. Laptops can also be used (must supply own cables).

If you are planning to use any of these facilities we strongly suggest you make a time to test them out prior to your function.

Decorations / Damages

Confetti, rice, flower petals, candles, party poppers or "scatters" cannot be used in any function area. All decorations are to be discussed with management prior to your function. Use of any of these items may incur an extra fee for removal.

Smoke machines & bubble machines are not permitted.

During your function you are financially responsible for all damage and breakages incurred to hotel property.

Cancellation

If a confirmed function is cancelled for any reason all money received is non-refundable. If a function is cancelled the week of the booking all pre ordered food must be paid for in full.

Payment

We require full payment for all goods purchased at the completion of your function. Payment can be made by credit card or cash. Personal cheques will not be accepted unless pre-arranged with the manager.

Closing Times & Vacating the Premises

Dependent on trade management will make a decision upon when last drinks are called and the function will close shortly after. Please be aware that minors need to vacate the hotel before 12.00am midnight. Music levels will also be monitored after this time.

The hotel must comply with liquor licensing and local council laws, therefore you will be responsible for ensuring your guests leave promptly and quietly at the completion of your function.

Management may at any time shut down a function if they feel it is required

Function Terms and Conditions Agreement

Type of Function:

Date of Function:

Contact Name:

Home No: _____ Work No: _____

Mobile No: _____ Email: _____

Number of Guests:

Start Time:

Finish Time:

Special Requests:

I _____ hereby certify that I have read and understand the Terms and Conditions of hire of The Lockleys Hotel and agree to be bound by these Terms and Conditions.

Signed: _____ Date: _____