

FUNCTION TERMS

ROOM HIRE

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

MINIMUM SPEND

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

Monday to Thursday \$500 minimum spend

Friday to Sunday + Public Holidays \$1000 minimum spend

Sports Lounge (fire place) 40 people sit down / 30 - 60 people cocktail

Lounge 40 - 80 people sit down / 40 - 100 people 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 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 from our website, www.lockleyshotel.com.au. If you are after something that is not mentioned, please feel free to ask as we will do our best to accommodate your needs.

For set menu functions we require your food selections & 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 & prices are subject to change & availability. No food or beverage 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 for \$30. This includes a clothed cake table, storage, display of the cake & cake knife. Upon request we will cut & serve the cake to your guests.

LIQUOR LICENSING ACT

For you & your guests' safety, if any person is intoxicated, disorderly or offensive we will not serve them and they may be asked to leave the premise. 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 & it is reasonable to believe that the impairment is the result of the consumption of alcohol.

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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 an iPod & play it through the system. The hotel has large screen digital plasma's in each function area as well as a dvd player which you are welcome to use. Laptops can also be used, however you will need to supply your own cables. If you are planning to use any of these facilities we strongly suggest you make time to test them 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 will incur an extra fee for cleaning. Smoke machines & bubble machine are not permitted. During your function you are financially responsible for all damages & breakages incurred to the hotel property for you & your guests.

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 purchases at the completion of your function. Payment can be made by credit card, debit card or cash. Personal cheques will not be accepted unless pre arranged with the hotel manager.

CLOSING TIMES & VACATING THE PREMISES

Dependant on trade, management will make a decision upon when last drinks are called & the function will close shortly after. Please be aware that minors need to vacate the premises before 12am midnight. Music levels will also be monitored after this time. The hotel must comply with the liquor licensing & local council laws, therefore you will be responsible for ensuring your guests leave promptly & quietly at the completion of your function. Management may at any time shut down a function if they feel it is required.

FUNCTION TERMS

FUNCTION TERMS 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:

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

Signed: _____ Date: _____

Lockleys
Hotel