

Terms and Conditions:

- Function deposit of \$500.00 based on \$1000.00 minimum spend in terrace cocktail bar required 7 days prior to function. All deposits are non refundable and non negotiable.
- Full \$500.00 deposit is refunded if at least \$1000.00 is spent on drinks in terrace cocktail bar. As an example if \$800.00 is spent in the terrace cocktail bar \$300.00 is refunded \$200.00 is kept by hotel for room hire.
- A minimum spend of \$500.00 applies to any food orders. Confirmation of final numbers for food must be made no less than one week prior to function. At this time payment of the final food bill must be paid and is non refundable.
- Bar Tabs are to be paid at the conclusion of the function. The credit card on which the Bar Tab account is to be charged must be provided on the day of the function and is to remain in possession of the hotel until the Bar Tab account is signed off and paid in full.
- The client is responsible for any loss or damage to Hotel property caused by any guests attending the function. The Royal Exhibition Hotel will not accept any responsibility for the loss or damage to any equipment, merchandise or personal effects left on the premises prior to, during or after the function.
- The Royal Exhibition Hotel does not accept any payment by personal or company cheques.
- A 3% surcharge will apply for any payment received by American Express or Diners Club.
- Under no circumstances will the hotel allow any function to bring any food or beverages into the Royal Exhibition Hotel.
- Due to Underage and Intoxication issues the Royal Exhibition Hotel will not accommodate any 18th Birthday Parties.
- The Royal Exhibition Hotel is not licensed for any form of Live Entertainment.
- The management and staff of the Royal Exhibition Hotel are committed to the Responsible Service of Alcohol. In the event of a patron showing signs of intoxication refusal of alcohol service will occur. Once refusal has occurred patrons are required to leave the premises as soon as possible. It is an offence to remain on premises while intoxicated.

I accept these terms and conditions

Signed

Please fax completed form to 02 8399 0357