



BOOKING AGREEMENT

Effective 1st January 2015

Client Name: _____

Contact Name: _____

Address: _____

_____ Post code _____

Phone: (w) _____ (h) _____ (m) _____

Fax: _____ Email : _____

Function Details

Date: _____ Time: _____

Occasion: _____ No. Of Guests: _____

Function Area: _____ Room Set up: **to be confirmed closer to date**

Food Option: _____

Beverage Option: _____

Special Requests: _____

I, the named client agree to pay a Room hire of ----- as being my deposit for the above stated function and all payments must be finalised latest one day prior to the said function.

PAYMENT OPTIONS FOR DEPOSIT:

Card No: _____ Exp: _____ Security No: _____

Electronic Transfer:

Account Name: DG Hotel Pty Ltd

Bank: ANZ BSB- 013278 Account Number - 835794371

Please quote either your full name/company name or Tax Invoice No. on all EFT payments

Personal cheques must be paid 7 days prior to function.

- A minimum number of guests must be confirmed 7 days prior to the day on which the function is to be held.
- Final food & beverage details must be confirmed 14 days prior to the day on which the function is to be held.
- If the booking is cancelled, the deposit is non-refundable.

- I have read, understood and agree to the Terms and Conditions attached.

Signed on behalf of "Dorset Gardens Functions"

Signed by the Client

Signature _____

Signature _____

name _____

name _____

date _____

date _____

335 Dorset Rd Croydon 3136 – Tel; (03) 9725 6211 Fax; (03) 9725 3177

www.dorsetgardenshotel.com.au

TERMS AND CONDITIONS

CONDITIONS APPLICABLE

These Terms and Conditions together with the Booking Agreement contain the whole contract between Dorset Gardens Hotel and the client and no variation of them shall be binding on Dorset Gardens Hotel unless agreed to by Dorset Gardens Hotel in writing and signed by Dorset Gardens Hotel.

DEPOSIT

A deposit equivalent to room hire of \$660.00 is required for our Elm and Samara Rooms and \$150.00 is required for our Lantern Room, in order to secure a Booking.

Deposits are non-refundable.

Upon receiving the room hire and your signed confirmation, you accept these terms and conditions, Dorset Gardens Hotel will forward you a confirmation receipt.

CANCELLATION

If the Client has made a Booking, the Client may cancel the Booking (notified to Dorset Gardens Hotel during normal business hours).

PRICE AND PAYMENT

- (a) Payment terms are strictly payment to be made in full, at the latest, one day prior to the said function unless prior arrangements have been made with Dorset Gardens Hotel and agreed to by Dorset Gardens Hotel in writing and signed by Dorset Gardens Hotel. Direct debits must be made 7 days prior to the said function.
- (b) Payment by personal/business cheque must be made at least 7 days prior to function.
- (c) In that the event final payment is not received before the function date Dorset Gardens Hotel has the right to terminate the function & the Client shall forfeit the entire deposit,
- (d) If credit card details are provided any unpaid balances will be charge to that nominated card.

CONFIRMATION

- (a) Final details & menus must be confirmed 14 days prior to the day on which the Function is to be held.
- (b) A minimum number of Guests must be confirmed 7 days prior to the day on which the Function is to be held.
- (c) In the event that Final Details and number of Guests are not confirmed in accordance with the above of these Terms and Conditions, Dorset Gardens Hotel may terminate any and all contracts and agreements with the Client.

PRICE

- (a) All prices are current at the time of a Quote and are subject to revision by Dorset Gardens Hotel prior to signing the Booking Agreement. Package prices will remain the same – bar tabs or on consumption will be charged according to current bar prices within the venue.
- (b) All prices are inclusive of any goods and services tax, consumption tax, or similar value added tax.
- (c) A 15% surcharge applies on public holidays.

FUNCTION DURATION

Day Luncheon functions are of 4-hour duration and must conclude by 5pm.

Evening dinner/cocktail functions are of 5-hour duration and must conclude by 12.30am.

Any extra time will incur an additional room hire of \$200 per hour.

Additional time will be at Manager's discretion.

Commencement time for daytime functions is from 9.00am and evening functions from 6.00pm onwards. Conclusion time for daytime functions is 5.00pm, unless otherwise approved by Dorset Gardens Hotel. Should you wish to begin your function after these commencement times please consult with the Manager.

CONSUMPTION

No food or beverage of any kind will be permitted to be brought into the Venue by the Client or any Guest or other person attending the Function for consumption by the Client or any Guest or other person attending the Function unless by prior arrangement with Dorset Gardens Hotel.

In accordance with the Food Safety Act of Victoria, Dorset Gardens does not permit any leftover food to be taken away from the venue. Similarly, alcoholic beverages are not permitted to be taken out of the venue or brought into the venue.

DAMAGE

The Client is financially responsible for any damage that is sustained to the Venue or any other property owned by or in the care and custody of The Venue or theft of it, which is caused by the Client or any Guest or other person attending the Function.

Dorset Gardens Hotel may require a bond to be paid by you in respect of your function. If required, the bond will be payable to Dorset Gardens Hotel by no later than 5 days prior to the date of your function by way of bank cheque, cash or approved credit card.

Any bond paid to Dorset Gardens Hotel will be refunded to you within 7 days after your function date once Dorset Gardens Hotel has had the opportunity to inspect its property and is satisfied that no damage, loss, theft or destruction to Dorset Gardens Hotel's property has occurred.

In the instance where damage has occurred, without limited any other rights or remedies, Dorset Gardens Hotel may deduct monies from the bond to cover any such damage, loss, theft or destruction and or costs may be charged to the nominated credit card.

SIGNAGE/DECORATION

Nothing is to be nailed, screwed or adhered to any wall, door, ceiling or other surfaces or part of the building. Signage/Decoration must be approved by Management and must be kept to a minimum unless otherwise arranged.

RESPONSIBILITY

Dorset Gardens Hotel accepts no responsibility for any goods, gifts, equipment or personal items left on the premises. All the above items must be taken at the completion of the said function.

SUPPLY OF ALCOHOLIC BEVERAGES

Dorset Gardens Hotel reserves the right to refuse the supply of alcoholic beverages to any Guest or person attending the Function or otherwise at the Venue at its sole discretion without liability.

SECURITY

If the Management believes it is necessary to employ security at a function, the cost of \$150 per guard for a 5 hour function shall be added to the function charge, payable by the client. The number of guards required will depend on the final number of guests attending the function.

Please note: an additional \$30.00 will apply for every hour thereafter.

Dorset Gardens Hotel reserves the right to exclude or eject any or all Guests or other person from the Function and Venue without liability.

LIQUOR LICENSING REQUIREMENT

1. The Management reserves the right to exclude or remove any person from a function in accordance with the Liquor Control Act of Victoria.
2. The Management reserves the right to refuse admission to any or all other areas of the venue in accordance with the Liquor Control Act of Victoria.
3. Offensive behaviour will not be tolerated at any time during a function on the hotel premises.
4. Under 18 years of age persons are not to consume alcohol and must be accompanied by an adult/guardian as per the Liquor Control Act. Proof of age may be asked. If a person does not have proof of age, they will be asked to leave the premises.

LIABILITY

If Dorset Gardens Hotel has reason to believe that the Function will affect Dorset Gardens Hotel or Dorset Gardens Hotel's clients, business, security or reputation, Dorset Gardens Hotel reserves the right to cancel the Function without liability and terminate any and all contracts and agreements with the Client.

BASIS OF AGREEMENT

- (a) Performance of this agreement is contingent upon the ability of Dorset Gardens Hotel to complete the agreement and is subject to labour troubles, disputes, strikes or picketing, accidents, government (federal, state or local) requisitions, restrictions upon travel, transportation, food, beverage supplies, equipment failure and other causes, whether enumerated herein or not which are beyond the control of Dorset Gardens Hotel.
- (b) In no event shall Dorset Gardens Hotel be liable for the loss of profit or consequential damages, whether based on breach of contract, warranty or otherwise. In no event shall Dorset Gardens Hotel liability be in excess of the total amount of the food and beverage the Client has agreed to pay for.

GENERAL

- (a) These Terms and Conditions are governed by the laws of the State of Victoria and Dorset Gardens Hotel and the Client hereby irrevocably submit to the jurisdiction of the courts of the State of Victoria and all Courts of Appeal from those courts.
- (b) Any of the above provisions that are illegal, void or unenforceable shall be ineffective to the extent only of such illegality, voidness or unenforceability without invalidating the remaining provisions.

CHANGES

Structural and interior design changes may occur from time to time within the venue; these changes will give no cause for cancellation or discount of a booked function.

PROHIBITED

No confetti rose petals, rice or metallic sprinkles are to be used in the venue or in the courtyard an additional \$100 cleaning fee will be incurred.

No Pyrotechnics, smoke machines are to be brought into the venue with out prior approval from Dorset Gardens Hotel.

AUDIO

On occasions, Dorset Gardens Hotel does offer the use of its in-house CD players & DVD players.

If you are organising your own entertainment; Bands & DJ's must bring all of their own equipment, including speakers & amplifiers.

- If you would like Dorset Gardens to set up speakers and amplifiers for an Ipad an additional set up fee of \$150.00 will be charged
- If a cordless microphone or a data projector/screen is required for use in functions, an additional \$70 will be charged.

DANCE FLOOR

If a dance floor is required for use in the Elm Room for a cocktail function or with a band or DJ for a sit down function. Dorset Gardens Hotel uses a reputable company for dance floor hire.

CHILDREN

You are responsible for all persons under the age of 18 attending your function. Dorset Gardens Hotel will not be responsible or liable for any damage or injury suffered to, by or in connection with children, including if children leave the function venue or are not properly supervised by responsible adults.

ACCESS TIMES

All access times must be confirmed with Functions Manager prior to your function.

PARKING

There is ample customer parking on site.

SMOKING

Smoking is only permitted in our courtyard and designated smoking rooms.

NIGHT CLUB AND ACCOMODATION

All function clients and their guests who chose to stay in our Motel will receive 10% off their accommodation rate on booking (conditions apply; please check with reception when making the booking)

All function clients and their guests will receive Free Entry into the DG Night club after their event (conditions apply). If DG Night club is running a special event then there will be a \$5pp cover charge.
Please Note: GH Night club management reserves the right to refuse entry.

DG Night Club is open till 5am on Friday and Saturday Nights.