



# Function Information Sheet :

## Terms & Conditions

### DORSET GARDENS FUNCTION CENTRE

#### TERMS & CONDITIONS OF HIRE

The following are the Terms & Conditions of hire pertaining to the hire of one of our function rooms and is a binding contract between us, Dorset Gardens Function Centre and the Client hosting the function. These Terms and Conditions cannot be changed unless agreed to by the Function Manager and Client in writing.

Note: It is Dorset Gardens Function Centre policy that we will not permit 18th Birthday parties at this Hotel.

**PLANNING & CO-ORDINATION** Our Function Manager is available 5 days a week by phone and to arrange appointments. You can contact the functions manager by email at [events@dorsetgardenshotel.com.au](mailto:events@dorsetgardenshotel.com.au)  
Saturday appointments may be available by request but must be pre-arranged with the Function Manager.

**TENTATIVE BOOKINGS** A tentative reservation will be held for 7 days from the date the tentative booking was made. If the booking is not confirmed after 7 days then Dorset Gardens Function Centre serves the right to cancel the tentative booking without notice.

**CONFIRMATION OF BOOKING** Room hire fee will be required to secure your booking. This payment is required at time of booking. Refer 'Payments made prior to Function' clause. The Function booking form attached is required to be completed in full at this stage to secure your booking.

**PAYMENTS MADE PRIOR TO FUNCTION** The following charges are to be paid as follows:

- Room Hire at the time of booking
- Bond and Security, Function Manager will contact you a week later for payment.

Payments can be made with cash, cheque or credit card.

**ROOM HIRE** A room hire fee is payable for ALL functions.

Refer to our function package for room hire fee charges

**BONDS** A security bond of \$500 is required for ALL functions within our Hotel. This bond will be refunded to you by cheque within 7 days from the conclusion of your function provided that no damage is made to the Hotel premises (inside or outside) within the duration of your function.

**SECURITY PERSONNEL** It is at the Function Manager's discretion as to whether a security guard is required for functions. However, it is house policy here at Dorset Gardens Function Centre that 1 security guard is necessary for all sporting functions and functions that have over 100 people in attendance with no exceptions.

Security Guard fee is \$150 per hour for 5hour functions

Dorset Gardens Function Centre also reserves the right to exclude, eject or refuse any guests attending the Hotel without Liability. Identification is required to be shown upon entry to the Function Rooms

**MENU COSTS & SELECTIONS** 14 days prior to your function date you need to confirm your final numbers and menu selections along with the payment of the total menu cost for your function.

Any menu change requests made with less than 7days until your function date may not be able to be accommodated by our kitchen, however, we will endeavour to help in the best way we can. Failure to comply with any of these requests may result in the termination of your function.

Dietary requirements are required no later than 14 days prior to your function date.

## **PAYMENTS MADE AT CONCLUSION OF FUNCTION**

The following charges are to be paid in full at the conclusion of your function.

**BAR TABS** Where beverages are charged on consumption, your beverage account is to be settled in full at the completion of the function. Your bar arrangements are to be set up with the Function Manager no less than 14 days prior to your function. There are many options available including an open bar, pay as you go or Beverage Package.

Drinks are not permitted on the dance floor or stage area at any time.

**PRICES** All prices quoted are inclusive of GST. All advertised prices are for immediate functions and events. An increase in advertised price may occur and Dorset Gardens Function Centre reserves the right to alter advertised prices at any time. You will be notified well in advance if any price change is to affect your function.

**CANCELLATIONS** In the event of the cancellation of your function the following will apply:

\*If cancellation is more than 30 days before the function date your room hire deposit will be refunded if we are able to re-book the function room on your function date.

\*If the function room cannot be re-booked your room hire deposit will be forfeited.

\*If cancellation of the function is 14 days or less before the function date your room hire deposit will be forfeited and retained by the Dorset Gardens Functions Centre

**LABOUR SURCHARGE** Applicable to Public Holidays and Sundays – Any functions held on these days will incur a 20% surcharge on your food costs.

**MINIMUM NUMBERS** Anticipated final numbers are requested 14 days prior to the function date. This final number will represent the minimum number of guests for which you will be charged.

**FUNCTION HOURS** It is Dorset Gardens Function Centre policy that no function shall exceed the duration of 5 hours maximum. The Function Manager can, at their discretion, deem the function hours to be shorter. All patrons must vacate the function area within 30 minutes of closure of the bar.

**DECORATIONS & MUSIC** Balloons, streamers, centre pieces and picture boards are permitted, however, you will not be allowed to pin or sticky tape to walls or ceilings. Confetti and rice are not permitted. Music choices are yours to make. D.J.'s, D.J.'s smoke machines, bands, jukeboxes and ipod players are all permitted. It is the Client's responsibility to remove all decorations, music and gifts immediately at the conclusion of your function.

**DRESS CODES** Dorset Gardens Function Centre has dress code by-laws in place and these are to be strictly adhered to. Function guests will be refused entry if their dress is deemed inappropriate or unacceptable. Fancy dress functions are at the discretion of the Function Manager.

**CLUB PROPERTY DAMAGE** Clients are financially responsible for any damages sustained to the function room fittings, property or equipment by clients, guests or outside contractors prior to, during or after a function.

The Client hosting the function is liable for any loss or damage caused to the Hotel and its surroundings by their guests, employees or subcontractors before, during or after the function. The Client shall bear the costs associated with any loss or damage caused within this duration.

The Hotel claims no responsibility to property inside the Hotel during the function or property left behind once the function has ended such as presents or entertainment equipment left overnight.

**GUEST PROPERTY** Dorset Gardens Hotel will accept no liability or responsibility for the loss of damage to organisers or guest's property before, during or after a function. All guest's property must be removed from the venue prior to the conclusion of the function unless previously organised by the Function Manager.

**FOOD & BEVERAGE REGULATIONS** Strictly no food or beverage of any kind with the exception of the celebratory cake & lolly stations being the only permitted foods to be brought into the Function rooms

**SMOKING DESIGNATED AREAS** Smoking is not permitted indoors anywhere at Dorset Gardens Function Centre as in accordance with the Tobacco Act 1987. You will be advised of the permitted outdoor smoking areas.

No food service is allowed in these areas

**HOTEL LIQUOR LICENSING** Management reserves the right to exclude, eject or refuse any guest attending the function and Club in accordance with the Liquor Control Reform Act 1998 of Victoria.

Management also reserves the right to refuse entry to minors under the age of 18 years unless accompanied by a responsible adult or legal guardian. Appropriate photo identification or proof of age identification will need to be sighted.

Management reserves the right to refuse alcohol to any person in accordance with the Liquor Control Reform Act 1998 of Victoria.

Management reserves the right to terminate the function at any time due to inappropriate behaviour and/or any violent behaviour caused by function guests.

The following sources of information are available:

[www.dms.dpc.vic.gov.au](http://www.dms.dpc.vic.gov.au) | Liquor Control Reform Act 1998 | Tobacco Act 1987

**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

**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** 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.

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

**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).

Please Note: GH Night club management reserves the right to refuse entry.

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

#### **EXTRA CHARGES**

The following services are provided by Dorset Gardens Function Centre at an additional charge as shown below:

Projector & Screen Hire (3.3x1.8m) \$100.00

Laptop Hire \$100.00

Speakers & PA system for I pod connection \$150



# Terms & Conditions of Hire Acceptance Form

I.....(Print Name)

Understand that by signing this acceptance form I am acknowledging that I have read, understood and accepted the Terms and Conditions of Hire as outlined. I also understand that Dorset Gardens Function Centre does not hold 18th Birthday parties.

**Function Date:**.....

**Function Time: Commencing at:** .....

**Type of Function:** .....

**Function Room Allocated:** .....

**Number of Estimated Guests:** .....

**Deposit Paid:** .....

## PAYMENT OPTIONS:

### Credit Card

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.

- All payments must be finalised latest one day prior to the said function.
- A minimum number of guests must be confirmed 14 days prior to the day on which the function is to be held.
- Final food & beverage including dietary requirement 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.

**NAME:** .....

**ADDRESS:** .....

**PH NO:** .....

**EMAIL:** .....

**SIGNATURE:** .....

**DATE:** .....