



Fleurs  
Restaurant

## Function/Conference Room Booking Terms & Conditions

**Booking:** - Comfort Inn All Seasons will hold your booking for a period of 14 days after your reservation has been made. To secure your reservation return the booking slip with a deposit of \$150.00. You will be issued a receipt and confirmation of your reservation.

**Confirmation of Booking:** - Bookings are confirmed only when a deposit has been paid and Terms and Conditions agreed to in writing. Management reserved the right to cancel the booking and allocate the venue to another client in the event that the deposit is not received within 14 days of the confirmation.

**Guaranteed Minimum Number of Guests:** - the minimum number of guests attending is required 2 days prior to the event. This will be regarded as the minimum number for catering purposes. From this date numbers may only be increased and you will be charged for the actual numbers attending the event, should they be greater than the guaranteed number.

**Choosing Your Menu:** - To allow the necessary time and thought to assist you to meet your requirements, we ask you for at least 2 working days notice, of choice of menu. Due to seasonal changes our menu may vary.

All conference/function food and drinks are to be supplied by this establishment and consumed in the designated areas of the property.

**Surcharge:** - 15% surcharge of total account applies on Public Holidays and Sundays

**Cancellation Policy:** - Cancellations must be notified in writing and refunds will be based on the following:

- Deposit will be refunded in full if cancelled 90 days prior to the event.
- Notification of a cancellation more than 60 days prior to the event will result in a full refund if the room is re-sold. More than 30 days but less than 60 days, 50% deposit refunded if the room is re-sold or if we have had to outlay any expenses up to this time that amount will be deducted from the deposit. Unfortunately there can be no refund of deposit if less than 30 days notice is received.
- If the function is postponed the deposit will be held in trust and applied to the future function.
- Management reserves the right to charge for full room hire and catering costs for cancellations 5 days or less.

**Payment:** - is to be made in full for all catering costs 48 hours prior to the event and any bar cost or other guest's cost paid in full, at the conclusion of the event unless prior arrangements have been made. In the event that a 7 day account has been approved and payment is not received within 30 days, management reserves the right to add interest charges to the account at the rate of current bank overdraft interest.

**Price Variations:**-The prices quoted are valid until 30<sup>th</sup> November 2010. Whilst endeavouring to maintain these prices if they are affected by substantial increases in costs, they are subject to change at the manager's discretion. All prices quoted include GST.

**Insurance:** - Comfort Inn All Seasons and its staff will take all care but accepts no responsibility for damage or loss of any property left on the premises prior to, during or after the function by your employees, agents, contractors or guests. As our client you are responsible for any damage to the property of Comfort Inn All Seasons or any other damage, loss or injury caused by your employees, agents, contractors or guests.

**Smoking:** - is not permitted in the function room, bar or restaurant.

**Responsible service of Alcohol:** - We abide by the responsible service of alcohol act and therefore will not provide alcohol to any person under the age of eighteen (18 or to any person displaying any signs of intoxication. Persons who cause a nuisance will be asked to leave the premises. Failure to leave when asked will result in the police being called. We expect your co-operation with the control of the behaviour of your guests to ensure that everyone enjoys the event.

Persons under the age of eighteen (18) are not permitted in the bar area at any time even if accompanied by an adult. Alcohol cannot be consumed outside the designated areas, or in the main entrance foyer and can only be supplied by this establishment. You and your guests are requested to have consideration for the comfort of other guests of the motel and keep noise levels to a minimum whilst on the premises and when leaving.

**Miscellaneous:**- strike, lockout, fire, water damage, delivery restrictions or other circumstances outside the control of Comfort Inn All Seasons which make it impossible for the Motel to fulfill the agreement, entitle the Motel to cancel the arrangements without any responsibility to reimburse indemnification or any other compensation to the customer.

Date of Function/Conference: \_\_\_\_\_

Contact's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_