

**HOTEL BRUCE COUNTY
EVENT TERMS & CONDITIONS**



HOTEL BRUCE COUNTY is a 4½ Star Boutique Hotel. We are renowned for our professionalism when catering to the needs of the Function Organiser. We have, however, certain policies, which enable us to ensure the success of every Event.

CONFIRMATION & DEPOSIT:

Within 14 days of making a tentative booking, a deposit of \$10.00 per person is required to confirm your reservation. Should the deposit not be received within this time, Management reserves the right to cancel the booking and re-allocate the venue.

This deposit is non-refundable in the event of a cancellation unless we are able to re-book the date. A booking fee will be retained to cover Administration costs.

QUOTATION COSTS:

All prices are based on current costs and are subject to cost of living increases.

Any tariff changes will be advised two months prior to an increase in price.

All prices include the 10% Goods and Services Tax (GST).

CONFIRMED NUMBERS:

Final menu selections and function details are required at least 14 days prior to your Event. Guaranteed final numbers for catering purposes must be confirmed 72 hours prior to your Event. This number will be the minimum number of persons charged for on the day.

PAYMENT:

Payment in full is required 72 hours prior to your event by cash, credit card or bank cheque. Payment by personal cheque must be received 7 days prior to your function.

Any on consumption or additional charges must be settled on completion of your event.

VACATING OF ROOMS:

Evening events conclude at 11.30pm when the bar is closed and guests are requested to vacate the premises by 12 midnight. Luncheon events must conclude by 4pm.

For each ½ hour or part thereof that a Function continues past the agreed finishing time, a fee of \$5 per guest will be incurred to cover additional staffing costs.

INSURANCE:

HOTEL BRUCE COUNTY will not be responsible for loss of, or damage to, merchandise left in our complex prior to, during or after a Function. The organisers are financially responsible for any damage caused to our complex by their guests, before, during or after a Function.

CLEANING:

General cleaning of function areas are included in catering costs, however additional cleaning charges may be incurred if a function has created conditions considered to be in excess of normal.

OWN ENTERTAINMENT:

Musicians, bands and entertainers are not permitted on our premises without the prior consent of Management.

We look forward to being of service to you and your Guests on this very special occasion. We will be happy to answer any queries you may have on any of our services or facilities.

I/We hereby agree to all the above Terms and Conditions.

Signed on behalf of :

Date: _____

Event date: _____