



**ROOM HIRE** To secure your function date we require a \$250 room hire fee. This fee covers exclusive use of the private function room, set up & decor, use of AV equipment and the private bar.

Cancelling a function within 4 weeks of the date will forfeit the room hire.

### **PARTY SIZE**

Please find the capacity for different set ups below:

**Cocktail Parties:** Minimum 35 people/ Maximum 100 people

**Private Dining:** Minimum 20 people/ Maximum 60 people

**Celebration of Life:** Minimum 35 people/ Maximum 100 people

### **CATERING**

Depending on your occasion you can select from our cocktail parties, private dining, or celebration of life packages. You must cater for the number of people attending your function. All catering must be supplied by Westernport Hotel with the exception of bringing your own cake.

### **BEVERAGES**

We can tailor the list to your requirements either by a nominated amount for a bar tab or guests pay as they go. Bar service will conclude 30 minutes prior to the finishing of function.

### **TIMES**

We will provide you the times you can have access to the room to decorate. This will be dependent upon other bookings on the day. The duration of your function is a maximum of 5 hours. The latest start time is 7pm.

### **ENTERTAINMENT/MUSIC**

As we are located in a residential area, we do have some restrictions on noise level. We have an in house music system that will connect to both laptop and phone. You may also hire an acoustic live entertainer or DJ. There is a TV available to use for a photo slideshow through a USB or Memory card.

## **DECORATIONS**

Linen tablecloths, sashes and artificial flowers will be provided as a part of your room decoration. You are welcome to bring additional decorations, subject to access time. No items are to be attached to any surface within the venue by means of pins, glue, nails, screws or sticky tape. Management reserve the right to disallow anything deemed offensive or dangerous. It is the responsibility of the host to remove all decorations and equipment from the venue at completion of function.

## **SECURITY**

A \$250 security fee is required for all cocktail functions over 50 guests, as well as all 21st, 30th, 40th & 50th birthday celebrations, engagement parties, and weddings. Please note that function guests are not permitted in other areas of the venue following the function without venue manager approval

## **PAYMENT**

Room Hire is required upon booking your function. Food costs and final numbers are due 14 days prior to your function. The beverage costs are to be paid at the completion of your function.

## **UNDERAGE POLICY**

Underage guests must be accompanied by a responsible adult, parent or guardian. Where underage guests are discovered to be consuming alcohol they may be asked to leave the premises and where necessary, the function may be cancelled without refund for costs paid.

## **FINE PRINT**

All normal venue policies, procedures & legal requirements apply to any and all persons attending functions within our hotel. Management reserves the right to remove & eject uncooperative and/or intoxicated guests from the venue at their discretion without recourse.

It is the organiser's responsibility to read all the terms & conditions and comply. Any damage, theft, breakage or vandalism sustained by any party from the organiser will be held responsible. Should any extra cleaning be required this will be charged to the organiser. The venue does not accept responsibility for any loss or damage of merchandise prior, during or after the function.

If the venue feels that any function/event will affect the smooth running of the business, security or reputation, management reserves all rights to cancel at their discretion without notice or liability.

I confirm that I : \_\_\_\_\_ have read and understood the above terms & conditions and agree to comply

Signed: \_\_\_\_\_

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



## FUNCTION BOOKING FORM

Name of organiser \_\_\_\_\_

Contact Number \_\_\_\_\_

Email \_\_\_\_\_

Function Date \_\_\_\_\_

Function Time \_\_\_\_\_

Occasion \_\_\_\_\_

Party Size (Adults / Under 18s) \_\_\_\_\_ / \_\_\_\_\_

Additional info & Requests

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PLEASE NOTE:

Final numbers & catering payment are due 14 days prior to the function date.

Functions are considered tentative until the room hire and signed booking form have been received by the venue. The venue will hold functions tentatively for 7 days from the point of enquiry before accepting other enquiries.

I ACKNOWLEDGE HAVING RECEIVED A COPY OF THE GENERAL TERMS AND CONDITIONS, I COMPLY WITH SUCH CONDITIONS ON ACCEPTANCE AND SIGNATURE OF THIS APPLICATION.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_