

Corporate Booking Agreement Form

Company & Name of Function	
Date of Function	
Contact Name and Number	
Session Time	AM : 9.00am – 5.00pm <u>OR</u> PM : 6.00pm to 11.00pm
Email Address	
Business Address	
Function Room Requested	

Catering Please circle all that are applicable

Premium Package- \$50 pp

Deluxe Package\$70pp

Exclusive Package \$80pp

Morning Tea - \$20 pp

Afternoon Tea \$20 pp

Additional Extras Please tick the items required for your event

- | | | |
|------------------------------------------------------|---------------------------------------|--------------------------------------------|
| <input type="radio"/> Coffee & Tea Station | <input type="radio"/> Espresso Coffee | <input type="radio"/> TV / Projector |
| <input type="radio"/> White Board | <input type="radio"/> Flip Board | <input type="radio"/> Paper for Flip Board |
| <input type="radio"/> Extension Cords / Power Boards | <input type="radio"/> Microphone | <input type="radio"/> Markers |
| <input type="radio"/> Dedicated Bar Staff | | |

Please complete the details below or deposit payments and return to The Beach to secure your function booking.

Credit Card Details (please circle): VISA MASTERCARD AMEX

Card Holder Name: _____

Card Number: _____

Expiry Date: ___/___/___ Security Verification Number _____

Card Holders Signature: _____

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All terms and conditions must be ticked and acknowledged at time of booking for agreement to be confirmed

Payment – A deposit of \$300 required to confirm your booking, along with this form signed and completed. Full pre-payment of the total amount is required no later than 48 hours prior to the event.

Deposits are non-refundable

Session Times – Our corporate booking times run from 9am to 5pm, and 6pm to 11pm. Should you require more time to set up or pack down, or you wish to run over two sessions, additional fee's will be incurred.

External Speakers – As per our licence, all entertainment must be played through our in house sound system, no louder than 80dBa, with no external speakers used.

Cancellations - All cancellations must be confirmed with the functions coordinator. Refunds will be considered for exceptional circumstances

Confirmation of Final Numbers – Final numbers are to be confirmed no later than 48 hours prior to your function. Additional charges will apply for increased numbers

Consumption – No food or beverage of any kind will be permitted to be brought into the venue by the client of any other guest. The Beach Albert Park does not permit any BYO alcohol to be brought into functions. The consumption of alcohol outdoors of the premises is prohibited by law between the hours of 11pm and 10am. Please note that between the hours of 11pm and 10am, no drinks are allowed in the beer garden, balcony and terrace areas

Damage and Responsibility – The client is financially responsible for any costs incurred for damage to the property or any other property owned by, or in the care of the venue by the client or guest. The Beach Albert Park accepts no responsibility for goods, gifts, equipment and personal items left on the premises. The Beach Albert Park is entitled to debit the clients credit card for the cost of any repair as a result of damage to the venue. All our staff are trained in the RSA, and by law may refuse service of alcohol to any persons that seem to be intoxicated or behaving in an unacceptable manner. It is against the law for guests under the age of 18 to consume alcoholic beverages or enter the gaming area, regardless of adult consent.

Liability – If the Beach Albert park has reason to believe that the function will affect the hotel, the hotels clients, business, security or reputation, The Beach reserves the right to cancel the function without liability and terminate any contracts and agreements with the client. Management has the right to evict any persons who exhibits any behavioural characteristics of intoxication, aggression, un-cooperation towards staff, or general antisocial behaviour. In the event of fire, flood damage, industrial dispute or any other unforeseen circumstances that does not enable the event to proceed, The Beach or management will not be held liable.

Decorations – Signs, banners, and decorations to the event must be approved by the functions coordinator. No nails, screws, adhesives or fastenings are to be used without prior approval. The use of confetti, rice or metallic sprinkles will incur a \$150 cleaning fee. Tea light candles must be in contained in holders.

I have read, understood and agree to all the terms and conditions outlined in the venues booking agreement, as well as the venues protocols and requirements.

Name: _____ Signature: _____

Date: _____

Office Use Only

Deposit Paid: YES NO Amount: _____

Date Paid: _____ Transaction ID: _____

Payment Method: VISA MASTERCARD AMEX CHEQUE CASH

Received By: _____

Manager Authorisation: _____