

The Beach Hotel - Booking Agreement Form

Name of Function	
Date of Function	
Contact Name and Number	
Start Time	Start : _____ End : _____
Email Address	
Home Address	
Function Room Requested	

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: _____

Please sign and date the terms and conditions on the reverse of this page to confirm your booking

Office Use Only

Deposit Paid: YES NO Amount: _____

Date Paid: _____ Transaction ID: _____

Payment Method: VISA MASERCARD AMEX CHEQUE CASH

Received By: _____

Manager Authorisation: _____

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

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- Payment** – A deposit of \$500 is required to confirm your booking, along with this form signed and completed. Full pre-payment of the function amount is required no later than 48 hours prior to the event. Deposits are non-refundable
- Entertainment** – 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 or 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.
- Children** – You are responsible for all persons under the age of 18 years attending the function.
- 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.
- Security** – As part of our liquor licence, security is required for all functions. Security requirements are based on function patronage, and will be charged in full accordingly. These amounts are deducted from the minimum spend for each function room.

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: _____