

## ROOM HIRE TERMS & CONDITIONS

<p>It is the responsibility of those entering into this contract to inform their guests of the Kent Hotel's terms &amp; conditions. In booking your function at the Kent Hotel, you agree to the following:</p> <p><b><u>CONFIRMATION OF BOOKINGS</u></b> Bookings are not considered confirmed until a deposit of \$400 &amp; the signed T&amp;Cs have been received by the venue. Tentative bookings can only be held for up to 5 working days and will be cancelled after this time.</p> <p><b><u>CANCELLATIONS</u></b> There is a 2 week cooling off period - if you cancel within 14 days of booking, the entire deposit will be refunded to you. If you cancel after 14 days of booking, the entire deposit will be forfeited. All of this is at the discretion of management.</p> <p><b><u>PAYMENTS</u></b> Please note that once your numbers are confirmed, we require payment of the food &amp; beverage bill (applicable to beverage packages only), in full, via EFT, cash or credit card by 5 working days prior to the event, at the latest. Payment of a bar tab, or on consumption beverages, must be paid in full at the conclusion of the event, via cash or credit card.</p>	<p><b><u>PRICES, DEPOSITS &amp; MINIMUM SPENDS</u></b> All prices quoted are inclusive of GST. These are subject to change. The function space has a minimum spend of \$1,500 (total for food &amp; beverages). Minimum spend requirements may increase for some function spaces and at certain times of the year (November/December). Management will advise the minimum spend upon enquiry. Any costs outside of this (e.g. additional entertainment) are not included in the final calculation. If the minimum spend is not reached, the difference will be charged accordingly.</p> <p><b><u>GUEST ENTRY</u></b> Guest entry to functions will only be permitted in accordance with agreed start and finish times. The venue reserves the right to refuse entry to any patron in accordance with normal responsible service of alcohol procedures. Additional function guests (above and beyond the numbers of guests confirmed) may only be admitted in accordance with the venue's licensed capacity.</p> <p><b><u>ROOM ALLOCATION</u></b> Management reserves the right to assign an alternate room where the original room becomes inappropriate or unavailable due to circumstances beyond the venue's control. Should attendee numbers decrease from numbers advised at the time of final confirmation, it is at the venue's discretion to reallocate an event to a more appropriate space. If numbers are not in keeping with confirmation then space may be reduced.</p>	<p><b><u>ADDITIONAL REQUIREMENTS</u></b> Any additional equipment/decoration (no confetti/glitter allowed) or props required, other than those supplied by the venue, must be confirmed with the Functions Manager one week prior to the date of the function. Any extra time required for set up or dismantling, prior to or after a function, may incur an extra charge. Venue approval is required for any additional equipment or decorations. Management reserves the right to refuse any material deemed offensive or dangerous. It is the responsibility of the host to ensure that all additional equipment/decorations are removed from the venue at the completion of the function.</p> <p><b><u>DAMAGE</u></b> Please be advised that organisers are financially responsible for any damage, theft, breakage or vandalism sustained to the function space or venue by guests, invitees or other persons attending the function. Should any extra cleaning be required to return the premise to a satisfactory standard, this will be charged to the client. The venue does not accept responsibility for damage or loss of merchandise left at the venue.</p>	<p><b><u>FUNCTION CONDUCT</u></b> It is required the organiser of the function will conduct the event in an orderly manner. All normal venue policies, procedures and legal responsibilities apply to any and all persons attending functions, at all times, including total compliance to all responsible service of alcohol guidelines and standards. When booking a function, it is the host's responsibility to give accurate details in relation to the type of function and its guests.</p> <p><b>I confirm that I (please print name)</b></p> <p>_____</p> <p><b>Have read and understood the above terms and conditions and agree to comply.</b></p> <p><b>Signed:</b></p> <p>_____</p> <p><b>Date:</b></p> <p>_____</p>
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