

# Terms & Conditions

## GENERAL

### **OUTSIDE FOOD AND DRINKS**

*No external food or drinks may be brought into the venue with the exception of a birthday cake – please notify within 48 hours if a cake will be brought on the day.*

*cake knife and crockery will be provided. It is the guest responsibility to cut their own cakes.*

### **ENTERTAINMENT**

*Any external entertainment provided for a children's party must seek management approval and provide a working with children's check.*

### **DEPOSIT AND CANCELLATIONS**

*\$200 deposit required at the time of booking*

*Deposit is non-refundable if party is cancelled within 7 days of the event*

## BOOKING CONFIRMATION

*Booking is confirmed once the deposit has been paid and terms and conditions form is signed*

## PAYMENTS

*The Tempy Hotel reserves the right to cancel a tentative booking if no deposit has been made within 7 days of the booking been made.*

*During the holding period, if another enquiry is made for the same date we will give you the opportunity to confirm your booking and pay the deposit.*

*Full payment required 10 days prior to the day for all food.*

*Beverage payment to be made at the conclusion of the event, a credit will be required to be held behind the bar on the commencement of the event.*

*Should the payment not be made 10 days prior to function, then management reserves the right to cancel the function and the deposit will be forfeited*

*Large Bistro bookings for 30ppl and over will require a \$200 deposit to confirm booking. Deposit will be refunded on the day or absorbed against the total bill. Deposits will be forfeited if 15% or more of the booking do not arrive and the venue is not notified 48 hours prior to booking.*

*Payment must be made via credit card or cash. Deposit can be made in person or over the phone.*

*Any Function booking decrease in numbers must be given within 72 hours to avoid forfeit of deposit.*

## DECORATIONS

*Decorations are permitted to be brought into the venue by the host. No items are to be stuck on walls. The following items are also not permitted to be used: glitter, sprinkles or confetti.*

## DAMAGES

*Please be advised that the hosts are entirely financially responsible for all damage, breakage, vandalism or theft that is sustained to the function space and venue premises by guests, invitees or other persons attending the event. Should any extra cleaning or labour be required to return the premise to a satisfactory standard, this will be charged to the host. The Tempy Hotel takes no responsibility for any damage, loss or theft of property on the premise prior, during or after the function.*

## MINIMUM SPEND/ROOM HIRE

*Host must meet the minimum spend required (if applicable) stipulated prior to the function and will be responsible for the difference if the minimum is not met*

## LIQUOR LICENCING

*The Tempy Hotels holds an 'on premise' license. No food or beverage of any kind is permitted to be brought into the hotel for consumption at a function by the host or guests, with the exception of a cake. A cakeage cost of \$50 applies if the venue is to cut and serve the cake. Please notify us if refrigeration is required upon delivery of the cake. Any guest under the age of 18 must be accompanied by their parent or legal guardian. Under no circumstances may any patron under the age of 18 consume alcohol. If any minors are to be found to be consuming or in the possession of alcohol, they will be asked to leave immediately in the company of their parent or legal guardian.*

*The Tempy Hotel reserves the right to refuse the service of alcohol at any time to patrons that appear intoxicated. The Tempy Hotel management reserve the right to exclude or remove any person from the venue for any reason deemed necessary, including but not limited to intoxication, use of an illicit drug or disorderly behavior.*

## DIETARY REQUIREMENTS

*Please be advised that all care is taken when catering for special requirements. It must be noted that within the premises we handle nuts, seafood, shellfish, sesame seeds, wheat, flour, egg, fungi and dairy products. Customer requests will be catered to the best of our ability but the decision to consume a meal is the responsibility of the diner.*

*Should you or any of your guests have any special dietary requirements, we will aim to meet your needs. Please be aware that a minimum 10 days' notice is required to accommodate special dietary requirements, including vegetarian, vegan gluten and dairy free.*

## GOVERNMENT RESTRICTIONS

*The Tempy Hotel must adhere to all government restrictions and is not liable for any change from the Government at short notice*

*If your function is impacted by circumstances beyond our control (i.e. Covid restrictions) your function will either be postponed or refunded in full.*

**I CAN CONFIRM THAT I HAVE READ AND UNDERSTOOD THE ABOVE TERMS & CONDITIONS AND AGREE TO**

**COMPLY SIGNED:**

**DATE SIGNED: / /**

**FUNCTION DATE: / /**