

Function and Catering Agreement

I have read and accept the conditions stated in this Agreement and that my deposit is refundable based on the minimum bar spend and the safety of the hotel guests:

Date of Function: _____ Number of people: _____

Name of Party: _____

Authorised by: _____ Position: _____

Company / organisation: _____

Address: _____

Signature: _____ Date: _____

Additional Function / Catering Notes:

Accounts Information:

Deposit enclosed: \$ _____ ()M/Card ()Visa ()Amex ()Diners Club () Cheque () Cash ()Account

Cardholder's Name _____ Signature _____

Card No. _____ Expiry date ____ / ____

Name: _____

Signature _____

Office Use Only:

Received and processed by _____ Checked by _____

Date: _____ Balance of payment due \$ _____ by: _____

Management Signature and Authority: _____ Initials: _____

**Please fax this completed last page to Killara Inn Hotel (Attention: Functions) on
(02) 9416 6347**

NB: BOOKINGS ARE ONLY CONFIRMED ONCE DEPOSIT IS RECEIVED

Functions Policy & Conditions

Please complete and fax to Killara Inn Hotel & Conference Centre 2 weeks prior to function date (02) 9416 6347.

You will appreciate that certain conditions apply regarding the use of Killara Inn Hotel & Conference Centre for product displays and similar functions. We regret having to enforce these conditions but feel sure that you will understand the necessity for them.

1. Insurance: All care will be taken with property stored in the hotel prior to or after the function. However, Killara Inn Hotel management will not accept any responsibility for theft or damage to guests property. Companies are advised to organize their own insurance.
2. Fixing, to any part of the house is not permitted. All display stands etc. must be free standing. Please check with the manager on duty before ordering display items so that this requirement is upheld.
3. No nailing, painting, sawing, pinning or Blu-tac to walls, curtains or furniture.
4. All cartons and packing materials must be removed from the premises and surrounding property at the end of the conference unless other arrangements have been made with Killara Inn Hotel management. In the event of removal of goods and packing being delayed beyond the actual day, management reserves the right to make an additional charge for room usage. This will apply unless notification of late removal is given to the manager.
5. A public telephone is conveniently located in the main lobby of the hotel.
6. Heavy equipment is not allowed into the house or grounds unless it is supported by suitable equipment that will not damage floors or ground.
7. Organisers are financially responsible for any loss of or damage to the property (including grounds) of Killara Inn Hotel & Conference Centre, due to the setting up and taking down of equipment for exhibitions, functions, etc.
8. NO FIREWORKS OR PYROTECHNICS OF ANY KIND ARE ALLOWED ON KILLARA INN HOTEL & CONFERENCE CENTRE PROPERTY.

I, the undersigned, do fully agree that my company is held responsible for any damage caused to the property (including grounds) of Killara Inn Hotel & Conference Centre due to the setting up and taking down of equipment for trade display purposes or conferences.

Name

Signature

Date

Function Terms & Conditions

Booking, Confirmation and Payment

To book a function please fill in the Killara Inn Hotel Function Form, upon receipt of this form (by fax or post, no email please) bookings will be held for 5 working days. Functions bookings are only then confirmed with the receipt of the complete deposit. The function deposit is non refundable. All function accounts are to be settled in full by the end of the function.

Decorations

Decorations may not be fixed with tape, glue or staples. All decorations left at the end of the function will be disposed of unless otherwise stated in writing.

Cancellations

Cancellations within 7 days prior to the function date may incur a fee of 100% of the initial deposit. Cancellations less than 21 days prior to the function date may incur a fee of 50% of the initial deposit. Cancellation notice should be made in writing.

Trading Hours

The Hotel opening times are 6:30am till 11:30pm 7 days a week. Please enquire in regards to any specific requests for extended function times. Please respect our neighbours by leaving the hotel quickly and quietly.

Licensing

Guests are required to adhere to all Hotel licensing laws and regulations. Minors (anyone under 18) are not allowed by law in some areas of the hotel and current restrictions apply with minors during the Function. Minors will be asked to leave the premises if these restrictions apply. Functions are not allowed to bring their own food or drinks into the Killara Inn Hotel. The Killara Inn Hotel practices the Responsible Service of Alcohol and requires that guests respect and adhere to the laws relating to intoxication and responsible behaviour.

Security

The Killara Inn Hotel will take all due care, but does not accept responsibility for any items brought into the Hotel by the client or their guests. It is the clients' responsibility to ensure the security of their equipment and their guest's possessions.

Confirmation of booking

Your reservation is considered confirmed on the receipt of a Deposit and a copy of these *Terms and Conditions* properly signed. A deposit of 20% is required within 21 days of the original reservation. If these are not received on time we reserve the right to cancel the booking to make the venue available to other clients.

Guaranteed numbers for the function

To ensure the success of your function, we require confirmation of final numbers 5 working days prior your function. This will be the number we charge you for.

Time Extensions: a labour surcharge of \$5 per guest per hour will payable for any function that continues beyond the agreed time.

Equipment Hire Charges: Charges may apply for special equipment or facilities provided for each function – please discuss costs and needs with staff.

Additional meals for musicians, video people and photographers must be paid for and are provided at a reduced cost.

Delivery and pickup of Equipment: the venue must be advised of all deliveries and collections made on behalf of the client. Payment for deliveries of goods must be made by the client in advance. Assistance for moving in or out of equipment will only be possible if staff are available.

Responsibility:

1. The patron assumes responsibility for all damage caused by them or any of their guests, invitees or other people attending the function, whether in the function rooms or in another part of the venue.
2. General and normal cleaning is included in the cost of the room hire charge, but additional charges may be payable if the function has created cleaning needs above and beyond normal cleaning.
3. The venue will take all necessary care but will not accept responsibility for damage or loss of any client's property in the venue before, during or after a function.
4. The patron is responsible to conduct the function in an orderly manner and in full compliance with the rules and House Policy of the venue management and all applicable laws. We reserve the right to intervene if a function's activities are considered illegal, noisy or offensive.
5. The venue reserves the right to refuse the service of alcohol to any guests it considers to be under age or intoxicated or behaving in an offensive manner.

Fire and Safety

1. Exit doors must be free of blockages, such as display stands and screens
2. Exit doors must not be locked, and exit signs must be clearly visible.
3. Highly flammable materials are not permitted
4. The use of open flames, heaters, lamps etc is not permitted

Damages

Any damages to the building or to the room will be charged according to management. Any posters and displays must not be attached to the wall except for blu-tack. Pins must not be used in any circumstance. Any vandalism and property which belongs to Killara Inn Hotel must be charged according to management.

Payment

We accept cash, credit card or bank cheque. We do not provide credit. The contract signatory is liable to pay all money due under this Agreement. Full payment of the room hire and food bill and any beverage package cost is required 5 working days before the event. Any extra food and beverage consumed is required to be settled at the completion of the function.

Accommodation Conditions

All room keys are to be returned or left in room. Any damages to furniture or property in the rooms will be charged according to the company policy. Any outstanding charges remaining will be automatically debited to your account if not completed on checkout.

Displays and Presentations

Product Displays for your presentation is accepted by management. Whiteboards and Flip Charts are required to be cleaned before and after use. Wall Posters must be attached to the wall using Blue Tack. All cables must be taped down with duct tape to prevent trips and falls.

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Cancellations & Refunds

A guaranteed minimum number of guests attending conferences will be required 7 working days prior to the event.

Final numbers can be increased but not decreased. Payment for conferences is due on the day. Should you cancel your conference, the booking fee and progress payment will be retained by Killara Inn Hotel & Conference Centre. In the event the cancelled conference or function date is re-let, Killara Inn Hotel will refund the booking fee and progress payment less \$300.00 to cover costs already incurred.

ALL CANCELLATIONS MUST BE MADE IN WRITING TO KILLARA INN HOTEL.

Hotel Address: Killara Inn Hotel, 480 Pacific Highway Killara NSW 2071 Australia

Phone: (02) 9416 1344 Fax: (02) 9416 6347

