



Event Terms and Conditions 2016

1. Confirmation of the booking must be made in writing and a deposit of \$300.00 for all events excluding weddings where the deposit is \$500 must be received within seven (7) days of the original booking. Otherwise, management reserves the right to cancel the booking and allocate the venue to another client.
2. The food account where applicable is to be paid in full prior to the event. Final numbers are to be confirmed 7 days prior to the event and after confirmation, numbers are unable to be changed. The beverage account is to be paid prior to the event or before departure on the night of the event.
3. Any special dietary requirements for guests which would involve alternate catering must be supplied to the venue no later than 72 hours prior to the event.
4. No food or beverage of any kind will be permitted into the Hotel for consumption at an event by the patron or any of the patrons' guests unless previously approved by the events manager.
5. Where a cake is being provided, the client may choose to have the cake cut and served on platters for no extra cost. Or it may be cut and plated to be served as a dessert at an additional fee to the client. Under no circumstances are clients permitted to cut and serve any outside food, inclusive of cakes, themselves. All cakes are to be in the kitchen by no later than 9pm for cutting.
6. Clients understand that that minimum guest numbers for the Events room apply.

Initial_____

7. In the event of the function being cancelled, a refund of the deposit will be subject to the venue being resold to another client or at the discretion of the management of Huon Hill.
8. Under no circumstances is anything to be placed on the walls or windows of the venue. Confetti, glitter, table scatters, party poppers, streamers or rice are not permitted to be used on premises. This applies to all outside areas including the outside terraces. Please ensure that your guests are notified of this.
9. The use of candles is strictly at the discretion of the Huon Hill events manager. Any and all candles must be enclosed and there is to be no uncovered, open flame under any circumstances. Huon Hill prefers the use of flameless LED candles.
10. The function room will be available prior to the event for decoration etc. only if the rooms is vacant and not pre-booked for another event. Management reserves the right to sell the room at all times and cannot guarantee availability prior to the event.
11. Where a DJ or other entertainer has been booked by the guest, it is understood that entertainment is to cease by 11:45pm in order to give patrons time to move out of the venue by midnight due to licensing restrictions. Any equipment must be removed from the premises no later than 12:30am, anything that cannot be taken in this timeframe is to be picked up the following day.

12. The organisers are financially responsible for any damage sustained to the venue, by organisers or their guests, or any other person attending the event.
13. The venue will not accept any responsibility for any damage to or loss of person's property, before, during or after the function. Organisers should arrange their own security and/or insurance.
14. The events area bar will call last drinks at 11:30pm and the area must be vacated by Midnight. It is understood that patrons will conduct their function in an orderly manner and in full compliance with Huon Hill management and all applicable laws and bi-laws. It is at the discretion of Huon Hill's events supervisor to cease service if deemed necessary.
15. Huon Hill reserves the right to reduce the noise level from a function due to its music and/or entertainment, if it seems excessive in the belief of the events supervisor at Huon Hill.
16. No beverages of any kind are to be brought into the venue for consumption and no glassware is to be removed from the venue.
17. The events room including, all terrace areas are **STRICTLY NON SMOKING**. Hosts may be held liable for any damage or cleaning required should their guests be found to be in breach of this policy.
18. Huon Hill's house policy is to serve patrons in a responsible, friendly and professional manner. Our staff are on hand to assist patrons in their decision to drink in moderation and where appropriate, avoid the dilemmas of combining drinking and driving. Staff will not serve any person under the age of 18's years nor will they serve any person showing signs of intoxication.

I _____ acknowledge and agree to all terms as set out above.

Signature: _____

Date: _____

Date of Event: _____