

## Terms & Conditions

1. **Reservations:** The British Hotel will hold a tentative reservation for a maximum of two weeks. Thereafter management reserves the right to cancel the booking and allocate the venue to another client if confirmation is not received.
2. **Confirmation:** Confirmation of a function booking must be made by payment of the deposit within 21 days of the original reservation.
3. **Final Numbers:** Anticipated final numbers are requested 7 days prior to the function date. Final numbers are required 2 clear working days prior to your event. **This final number will represent the minimum number of guests for which you will be charged.**
4. **Food and Beverage:** All functions requiring the consumption of liquor **must** have food provided, catered by The British Hotel.
5. **Menu:** Details of the food and beverage selection menu must be finalised at least 7 days prior to the function. Special dietary requirements, eg. gluten free, vegetarian, vegan etc. should also be communicated 7 days prior.
6. **Commencement and Vacating of Rooms:** The organiser agrees to begin the function at the scheduled time agreed upon. Rooms need to be vacated by 12.00 midnight. Bar facilities in the room required will be closed 15 minutes prior to the closure of the Hotel.
7. **Children under 18:** Any children under 18 of age attending a function at The British Hotel must have vacated the premises by 12.00 midnight in accordance with the Liquor Licensing Laws. All children under 18 years of age require adult supervision at all times.
8. **Compliance:** : It is understood that the organiser will conduct the function in an orderly manner in full compliance with the British Hotel regulations and all laws. The Management reserves the right to exclude or eject any objectionable persons from the British Hotel without liability.
9. **Responsibility:** : Organisers are financially responsible for any damages/breakages sustained to the British Hotel by the organiser, organisers guests, invitees or other persons attending the function. The British Hotel will not accept any responsibility for the damage or loss of merchandise left prior to or after the function.

10. **Audio Visual Hire Equipment:** Organisers are financially responsible for any damage/breakage of equipment owned by the British Hotel or sub-hired by The British Hotel on behalf of the organisers.
11. **Displays and Signage:** Organisers are required to advise the British Hotel of any displays, signage and/or decorations to be utilised at the function. Only **Blu-tak** will be used to adhere items to any surfaces at the British Hotel.
12. **Payment:** All accounts are to be settled prior to, or on the day of the function unless by prior arrangement. Personal cheques will only be accepted with prior notice and in accordance with our banking requirements.
13. **Cancellation:** In case of cancellation, The British Hotel will refund the deposit up to 30 days prior to the function. Within 30 days of the function we will retain the deposit as compensation for lost business.
14. **Cleaning:** General cleaning is included in the cost of the function. If cleaning requirements following your function are judged to be excessive, additional cleaning charges will be incurred.
15. **Entertainment:** Due to licensing requirements, **Live music, karaoke or DJs** are not permitted on the premises of The British Hotel. The hiring of a JukeBox is permitted.
16. **Cakes:** A cakeage service fee will apply at \$1.00 per person if our staff serves a cake the organiser supplies.