



## TERMS + CONDITIONS

- 1. DEPOSIT**

Your booking will be confirmed upon receipt of a deposit of \$500 or 10% of the estimated cost of the function (whichever is greater) together with the signed Booking Form.  
The deposit amount will be credited to your final account.
- 2. CONFIRMATION**

On receipt of the deposit and the signed Function Agreement your event will be confirmed and you will be issued with a receipt.
- 3. CANCELLATION**

Cancellations will not be accepted unless given to us in writing.

If you cancel your booking more than two (2) months before the function date the deposit paid will be refunded in full.

If you cancel your booking less than two (2) months but more than one (1) month before the function date 50% of the deposit paid will be refunded.

If you cancel your booking less than 28 days before the function date, the deposit paid will be retained by us.
- 4. GUARANTEED FINAL NUMBER**

At least 7 days before the function date you must provide to us in writing a guaranteed minimum number of guests attending the function. This is the minimum number of guests for which you will be charged. Payment must be finalised 7 days prior.

We reserve the right to cancel your function and retain the deposit paid if you do not comply with clause 4.
- 5. ACCOMMODATION  
FOOD + BEVERAGES**

We require one night's accommodation to confirm any accommodation bookings.

Deposits will only be refunded once we have received a request for cancellation in writing, this must be received 28 days prior to the commencement of the event.

Cancellation less than 28 days will result in loss of deposit.

Cancellation less than 7 days will result in 50% of total booking being charged.

Cancellation less than 3 days will result in 100% of total booking being charged.

All rooming lists and floor plans must be submitted at least 7 days prior to the event.

Menu selection for food and beverages must be completed 2 weeks prior to the event.

We reserve the right to cancel your function and retain the deposit paid if you do not comply with clause 5.
- 6. LOSS OR DAMAGE**

You are responsible for any loss or damage caused to the resort, its property, carpet, fixtures or fittings by you or your guests, agents or contractors before, during or after the function.
- 7. ENTERTAINMENT**

We reserve the right to control the quality, style and volume of any entertainment or activity conducted on the premises. All entertainment must cease at 11.30pm.
- 8. EXHIBITIONS / DISPLAYS**

You are not permitted to attach, print, glue or otherwise affix any sign or other material to wall or glass surfaces in the premises without our written consent.
- 9. INSURANCE**

We may require you to take out and maintain public liability insurance for your function.
- 10. MENU / PRICE VARIATIONS**

Menus and prices are subject to change at our absolute discretion.
- 11. BEVERAGES / FOOD**

You and your guests, agents or contractors are not entitled to bring or provide food or beverages to the function unless we permit you to do so in writing.



**TERMS + CONDITIONS**  
(cont.)

**12. ROOM CHANGES**

We reserve the right to substitute or change your proposed function room if necessary.

**13. STATIONERY OR EQUIPMENT**

We will use our best endeavours to ensure the substitute function room is of a comparable size and quality to your proposed function room.

We will charge you for the cost of any stationery or other equipment or materials we provide to you.

**14. LABOUR CHARGES**

All staff costs in relation to food and beverages are inclusive when the event is on site at Sandbar + Grill. Staff charges apply for all off site events.

Event planning charges apply for anything outside food and beverage requirements.

Event planning charges apply on the day of an event.

Wedding floor plan and seating packs are available @ \$100 + \$1.00 per guest

**15. PUBLIC HOLIDAY + SUNDAY CHARGE**

The cost of staff will be charged to you at the rate specified in our staff charges applicable to each staff member.

If your function is held on a public holiday or a Sunday we will add 15% to the quoted price.

**16. CONDUCT OF GUESTS**

We reserve the right to remove any guest from the premises if they behave in an unreasonable or inappropriate manner at our managements absolute discretion.

We enforce and abide by the rules set out in the responsible service of alcohol guidelines.

**17. ACCOUNTS**

We require full payment of all food + beverage charges 7 days before the event.

The cost of beverages charged on a consumption basis must be settled at the conclusion of the function. Credit Card must be provided prior to the event.

The cost of any additional charges must be settled at the conclusion of the function.

Account facilities may be arranged, however are subject to approval at our absolute discretion.

Payments by Credit Card will incur the following surcharges

Visa + Mastercard + Bankcard = 1.5%

Diners + AMEX = 3%

**18. AGREEMENT**

We will use all reasonable endeavours to ensure the terms of the Function Agreement are observed.

We will not be responsible if we are unable to carry out the terms of the Function Agreement due to circumstances beyond our control (eg. industrial action, act of God or the requirements of any relevant authority).

A signed copy of this Agreement is required on confirmation of your booking.

**I have read, understood and agree to be bound by the above terms and conditions.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Event Date: \_\_\_\_\_