



# exchange hotel

## balmain

### Terms & Conditions

#### ***Booking Confirmation***

A booking is only confirmed upon receipt of the room hire payment and signed terms and conditions. Any tentative booking that has not been confirmed within 7 days will be released at our discretion. Confirmed menu and beverage details are required 14 days prior to the event. Confirmation of final numbers is required 7 working days prior to the function and catering will be charged on the confirmed number.

#### ***Final Payment***

It is a condition that all food and beverage will be finalized on the day of the event to the total if all cost incurred by the party. Sorry no cheques unless authorized by the function manager prior to the event.

#### ***Cancellation of Bookings***

Any cancellation of bookings that take place within 48 hours prior to the scheduled booking will not be refunded their money, and will be responsible for all food costs incurred. Cancellation within 48 hours for reserved space in Balcony Bar will be responsible to cover all food costs incurred for the occasion.

Any cancellation of a booking that takes place within four days of the event will incur a 20% surcharge of the quoted room hire or fee. Any cancellation that allows for more than four days notice will receive a full refund of monies paid.

#### ***Function Requirements***

a) Function Room: In the event of unforeseen circumstances or any alterations to numbers, the management reserves the right to change the venue to another suitable room. Every effort will be made to inform the organiser in advance.

b) Function Times: The Client must begin the function and vacate the designated function room at the scheduled times agreed upon. In the event a function should go beyond the agreed finishing time, the management reserves the right to impose an additional charge for each hour or part thereof.

c) Final Details: All final details, menus, beverages, entertainment, audio visual, room set ups and starting and finishing times must be confirmed by the Client

14 days prior to the function. A function event sheet will be sent to the client, which needs to be confirmed and signed by the client before the function. All 21st birthday functions must supply a guest list on the night and everyone must bring ID.

#### ***Booking of other Functions and or Events***

The management reserves the right to book other functions in the same function room up to 1 hour before the scheduled function commencement time and 1 hour after the scheduled finishing time.

#### ***Room Hire***

To secure your booking, we need the total amount of your room hire. This can be paid by filling out the credit card payment form on the booking sheet and faxing to the functions manager.

#### ***Unacceptable Behaviour/ Dress Code***

Smart Casual - Stringent Dress Codes apply, no sneakers, singlets, torn jeans or thongs are permitted. Management reserves the right to refuse and exclude entry to any persons in a function who are dressed inappropriately, intoxicated, or of ill behaviour. No food or beverages of any kind are permitted to be brought into a function unless previously authorised by the Functions Manager.

Management at the Exchange Hotel will not tolerate illegal drug use while on the premises, and reserves the right to contact police if such behaviour occurs.

#### ***Insurance/Damage***

The Exchange Hotel will take reasonable care, but will not accept responsibility for damage or loss of any item before, during or after a function. You are also responsible for any equipment hired by us for your function. In the circumstance that this is damaged you will be responsible for the total cost.



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### ***Surcharges***

A surcharge of 10% will be payable for all functions held on a public holiday.

### ***Venue***

The Hotel reserves the right to change your venue should reasonable circumstances arise.

### ***Food and Beverage***

No food or beverage may be brought onto the premises for consumption during the event. All menus and prices are subject to change. Also note, in accordance with our liquor license any alcoholic beverages purchased at our property by the client that are not consumed on the premises, are to be taken off the premise prior to 10pm, or otherwise picked up the following day. Responsible service of alcohol requires

No liquor to be served without an accompanying food component.

### ***Cancellation by the Hotel***

If the Hotel has reason to believe that a function will affect the smooth running of the Hotel, its security or reputation, it reserves the right to cancel the function.

### ***Responsible Service of Alcohol***

Exchange Hotel actively engages in the responsible service of alcohol. The liquor licensing act aims to ensure that those who consume alcohol only do so in a responsible manner. The hotel is committed to these principles. All employees must adhere to the following responsible service of alcohol practices – No liquor will be served to minors (under 18 years of age) – Intoxicated persons will be refused service and be removed from the premises.

Accepted by Client

Exchange Hotel

Signature:

Signature:

Name:

Name:

Date:

Date:

Function Room:



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***Booking Form***

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Function Title: \_\_\_\_\_

Date of Function: \_\_\_\_\_

Room Required: \_\_\_\_\_

Address: \_\_\_\_\_

Time of Function: \_\_\_\_\_

Number of guests: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Room Hire Payment/Credit card details: \_\_\_\_\_

Credit Card Details:

Mastercard

Visa

Bankcard

Amex

Cardholder Name: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ Verification Number: \_\_\_\_\_

Cardholders Signature: \_\_\_\_\_

Amount: \_\_\_\_\_