



## TERMS & CONDITIONS

To assist us in ensuring the success of your function, we would appreciate your attention to the following details:

### Confirmation

Written confirmation of your booking must be received within 24 hours of making the tentative booking followed by a deposit and a signed copy of our Terms and Conditions. This deposit will be credited to your account. Should the Hotel fail to receive confirmation and deposit within the given time, every effort will be made to contact the Client prior to releasing the booking, which the Hotel reserves the right to do.

### Final Attendance

The guaranteed minimum number of guests attending the function is required by 11.00am, two working days prior to the function taking place. Charges will be based on these minimum numbers or the actual attendance, whichever is greater. Should your final attendance reduce by 20% or more from the original quoted attendance, additional charges may apply.

### Function Schedule

To ensure your requirements are met, it is necessary for us to have 14 working days notice of your function schedule and menu selection. This also includes floor plans and designs for exhibitions or display space.

### Room Hire

Room hire is subject to the period required, numbers of guests in attendance, and overall catering requirements. Our Catering staff will discuss room hire along with your requirements.

### Final Payment

Full payment must be made two working days prior to the function with additional charges being settled at the conclusion of the function. Account facilities may be arranged with the Hotel and are subject to credit application approval. These accounts are to be settled within seven days of receipt of the invoice. Please note that personal cheques will not be accepted.

### Cancellation

In the case of a function being cancelled the following terms are applicable –

- Over 60 days written notice - the deposit will be refunded in full.
- 30 - 60 days written notice - the cancellation fee will be equivalent to 50% of the estimated value of the function.
- 3 - 29 days written notice - the cancellation fee will be equivalent to 75% of the estimated value of the function.
- Within 72 hours written notice - 100% of the estimated value of the function will be charged.

### Commencement and Conclusion of the Function

The organiser agrees to begin the function and vacate the room at the schedule times. In the event that the function should continue beyond the agreed finishing time and the following client is inconvenienced, the Hotel reserves the right to charge whatever costs are incurred to ensure the smooth running of that next function.

Cnr Coogee Bay Road & Arden St, Coogee NSW 2034.

P: +61 2 9665 0000 | F: +61 2 9664 2103

E: [conferences@coogeebayhotel.com.au](mailto:conferences@coogeebayhotel.com.au) | W: [www.coogeebayhotel.com.au](http://www.coogeebayhotel.com.au)

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### **Food and Beverage**

No food and beverage is permitted to be brought onto the premises without the approval of the Hotel.

### **Insurance**

The Hotel will take all reasonable care to protect the property of guests, but will accept no responsibility or liability for the loss or damage of items left in the Hotel prior to, during, or after the function. We suggest that organisers arrange their own insurance and/or security for valuable items.

### **Loss or Damage**

Loss or damage to any part of the Hotel or its equipment will be the financial responsibility of the organiser. Nothing is to be nailed, screwed, stapled or adhered to any wall, door, window or other part of the building. The hanging of banners must be approved by the Hotel prior to the function.

### **Advertising and Endorsement**

The Client must first obtain written permission from Hotel management before using the name or trademark of the Hotel in any manner.

### **Room Allocation**

In the event of unforeseen circumstances or any alternation to numbers, the Hotel reserves the right to change the venue to another suitable room. Every effort will be made to discuss the changes with the organiser well in advance.

### **Security**

Arrangements for additional security requirements over and above the existing service provided by the Hotel can be made upon request with the cost charged to your account.

### **Other Functions**

The hotel reserves the right to book other functions in the same function room up to one hour before the scheduled function commencement time and one hour after the scheduled function finishing time. Additionally, the Hotel reserves the right to book another function in the adjoining rooms at any time.

### **Pre-Function Area**

As the pre-function area is open plan, no client has the sole right to the total pre-function area and each client is limited to the pre-function area immediately adjacent to his or her function room. At all times flow spaces must be left clear for ease of movement of all clients.

### **Accommodation**

- At 90 and 60 days prior to the function, the Hotel requires a review of room bookings being held.
- 30 days prior to the group's arrival, the hotel requires a deposit, equalling one night's accommodation for each room being held.
- 14 days prior to the group's arrival the final rooming list is required together with written authority of which charges the company will accept. The rooming list must contain names for each person and share allocation if applicable.

Any cancellation of accommodation rooms after this day will incur a cancellation fee of one night's accommodation. If these requirements are not met, the Hotel gives no guarantee that it will have accommodation rooms available and will release all block bookings held. All accommodation rooms will be available from 2.00pm on the day of arrival with a check out time of 10.00am on the day of departure. Secure luggage storage facilities are available, if required.

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**Menus and Prices**

Every possible effort will be made to maintain menus and prices, however these are subject to change. Every effort will be made to contact the organiser if changes occur.

**Surcharges**

After midnight \$3.00 per person, per hour, based on the final numbers for the function.  
Sunday and Public Holidays \$5.00 per person. Alternate menu \$5.00 per person.

**Special Effects**

Smoke machines, special balloon effects and/or pyrotechnics cannot be operated without prior authority from Hotel management, due to the effect on the Hotel smoke detectors. Three working days notice in writing is required. Should the fire brigade respond to an alarm set off by the unauthorised use of special effects, the Client will be liable for any charges incurred by the Hotel.

**Car Parking**

Car parking is complimentary and is subject to availability. It is located off Vicar Street, directly underneath the Boutique Hotel.

**Deliveries**

The Functions & Events Department must be notified in advance of any deliveries to the Hotel. All items should be marked for the attention of the Functions & Events Department with the function name, date and number of items being delivered. The Hotel will not accept responsibility for items left in the Hotel more than 48 hours prior to, or at the conclusion of, the function without prior arrangement.

**Content of the Event**

If the Hotel has reason to believe that a function will effect the smooth running of the hotel's business, security or reputation, the management reserves the right to cancel at its discretion, and without notice or liability.

**Compliance**

Clients will be responsible to ensure the orderly behaviour of their guests and the Hotel reserves the right to intervene where it sees fit.

**Responsible Service of Alcohol**

Under the Liquor Licensing Laws our event staff are under an obligation to ensure your patrons do not become intoxicated or disturb the neighbourhood. It is your responsibility to ensure that all attendees behave in an orderly manner during the event and do not breach our obligations. Age restrictions may apply to certain areas.

**Cleaning**

General and normal cleaning is included in the cost of the room hire. You may incur additional charges in instances where an event has created cleaning requirements that are considered to be over and above normal cleaning.

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