



## Function Payment Authority

Scan/email to: [bookings@pymontbridgehotel.com](mailto:bookings@pymontbridgehotel.com) or Fax to: 0296606921

I hereby authorise a \$ \_\_\_\_\_ payment for my function, at the Pymont Bridge Hotel.

Name on Card: \_\_\_\_\_ Card Type : \_\_\_\_\_

Card No : \_\_\_\_\_ Expiry : \_\_\_\_\_

VRN (last 3 digits - back of card): \_\_\_ \_\_\_ \_\_\_ Mobile: \_\_\_\_\_

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

Function Area/s: \_\_\_\_\_ Function Type: \_\_\_\_\_

No. of Guests: \_\_\_\_\_ Date: \_\_\_\_\_ Start: \_\_\_\_\_ Finish: \_\_\_\_\_

'Reserved' Signage: (eg "*Bianca's Engagement Party*") \_\_\_\_\_

Agreed Minimum Food/Drink Spend (if applicable) \$ \_\_\_\_\_

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### Terms & Conditions:

**Deposit & Confirmation:** Once the deposit & signed 'authority form' has been received the Hotel will issue your confirmation. Until a confirmation has been issued, the Hotel will continue offering the area to other interested groups. To avoid disappointment please send through your form & deposit ASAP.

#### Cancellation

If the event is cancelled:

- More than 90 days of the event date, 10% of the deposit will be retained by the Hotel
- 42-90 days prior to the event date: 50% of the deposit will be retained by the Hotel
- 0-41 days prior to the event date: 95% of deposit, room hire & minimum spend payments received will be retained
- No show: 100% of all payments/deposits received will be retained.

#### Minimum Spend

Minimum Spend limits apply to most bookings. All food & beverage purchases made by the Host & their guests contribute to the minimum spend. Minimum spend limit must be achieved by the 'finish' time of your event. All events finish no later than midnight unless management have agreed otherwise in writing. Any shortfall in achieving the minimum spend will be charged to the host.

#### Damages

The Hotel takes all reasonable care but no responsibility for damage, loss or injury to person or property while at the Hotel. Damage to Hotel property by the hirer or their guests, will result in repair/replacement costs being billed to the hirer by the credit card provided or other means if necessary.

#### Responsible service of Alcohol

The Hotel practices & supports responsible service of alcohol. By law we must ask any person displaying signs of intoxication or acting irresponsibly to leave the Hotel immediately.

Under section 77 of the liquor act, any person who fails to leave when asked is committing an offence.

Management may find it necessary to limit service to 1 drink per person, restrict service of particular products, or close the event prematurely.

**Minors**

Minors must remain under the direct supervision of their parents at all times. Minors must not obtain, consume or carry away alcohol from the licensed premises. Or attempt to do so.

All teenagers are to be pointed out to management upon arrival, they will be asked to wear an identifying wrist band. Minors are asked to vacate the premises by 1030pm.

**Outside Food & Beverage**

No outside food or beverages may be brought into the Hotel with exception of Birthday Cakes. Any unauthorised food/beverages will be confiscated & disposed of.

**Food & Beverage Orders**

Any Food & Beverage orders are required 10 days before your event. Payment of your Food/Beverage order or Minimum Spend (whichever is greater) is also due at this time. Adjustments can be made to your order until 5 days before the event. After this time, orders are final & no changes/refunds will be made.

**Bucks/Hen's/18<sup>th</sup>'s**

The Hotel is unable to cater for Bucks parties, Hen's parties or 18<sup>th</sup> birthday parties. Any booking found to be a Bucks/Hen's/18<sup>th</sup> may be closed & deposits/payments received will be retained by the Hotel.

**Dress Regulation**

The Hotel applies a 'common sense' approach dress regulation. Guests will be refused entry if they attire is: untidy/ripped/unclean, offensive or otherwise deemed inappropriate by management. The Hotel welcomes 'fancy dress' parties, however all themes must be approved by management.

**Sound Levels**

Council regulations apply to all licensed premises, management reserves the right to monitor/adjust sound levels in all areas of the Hotel.

**1<sup>st</sup> Floor Terrace**

The external glass siding windows on the 1st Floor Terrace must be closed at 10pm. The area remains open for use but the windows can no longer be opened.

**Rooftop Terrace**

The external bifold windows on the Rooftop Terrace must be closed at Midnight each evening, with exception of Sunday evening: where they must close at 10pm. The area remains open for use but the windows can no longer be opened.

**Decorations**

Please use bluetac only to fix decorations to walls. Nothing is to be affixed to the wallpaper. Repair/replacement necessary due to damage to Hotel property that occurs due to decorations or their removable will be charged to the Host.

**Changes**

Prices, products & menus are subject to change without notice. All prices include GST

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I \_\_\_\_\_ have read, understood & agree with the above terms & conditions and payment authorisation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Card holders signature required)