



Function Booking Form

Scan/email to: bookings@pyrmontbridgehotel.com

I hereby authorise a \$ _____ deposit payment for my event, at the Pyrmont Bridge Hotel.

Agreed Minimum Food/Drink Spend \$ _____

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*") _____

Direct Deposit Details: Pyrmont Bridge Hotel | A/N 307507025 | BSB 012293

**** If making payment by bank transfer: please attach remittance advise to your booking form ****

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. Payment of your Food/Beverage order or Minimum Spend (whichever is greater) is due 10 days before the event. All events 'finish' no later than midnight unless management have agreed otherwise in writing. Any purchases made after the event 'finish' time do not contribute to the minimum spend. 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 refuse entry &/or ask any person displaying signs of intoxication or acting irresponsibly/antisocially 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. No refunds will be provided by the Hotel if it is deemed necessary by Hotel staff/security to close an event early or prevent entry of event guests.

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 for changes to Food Packages, Beverage Packages, platter or per piece orders.

Bucks/Hen's/18th's

The Hotel is unable to cater for Bucks parties, Hen's parties or 18th birthday parties. Any booking deemed to be a Bucks/Hen's/18th 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.

1st 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.

Disclaimer

Whilst all care will be taken to avoid it, there remains a chance of an unforeseen issue arising before/during/after an event. The Hotel accepts no responsibility for loss, costs, hardship associated with (but not limited to): mechanical & equipment failures, structural faults & issues, AV / staffing / sound / water / electrical / gas & plumbing issues.

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

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

Signed: _____ Date: _____

(Card holders signature required)