

## **FUNCTION BOOKING AGREEMENT**

**Confirmation of Bookings:** Your booking is not confirmed until a deposit is received. We hold tentative bookings for **7 days only**, and if we do not receive confirmation and a deposit we will release the date without further notice.

**Confirmation:** To confirm your booking we require a signed copy of this **Function Booking Agreement** to be returned to us with the requested deposit of \$250.

**Payment:** The contract signatory is liable to pay all money due under this agreement. We do not provide credit. All function accounts must be paid with Credit Card, Cash or Bank Cheque at least 3 working days before the date of the function. Personal or Company cheques are only accepted with prior approval.

**Final Numbers:** The final numbers are to be confirmed at or before midday at least one week before the event. This will be the Guaranteed Number. Increases up to 10% are acceptable if adequate notice is given. It is your responsibility to notify us of final numbers. Charges will be based on the Guaranteed Number or the actual number attending whichever is greater.

**CANCELLATIONS:** In the event of cancellation the following terms will apply:

1. All cancellations must be made in writing and signed by the bridal couple.
2. For functions of 100 or more, if the booking is cancelled more than 3 months from the function date, the deposit will be refunded in full.
3. For functions of 100 guests or more, if the booking is cancelled less than 3 months from the booked date, the deposit will only be refunded if the function is resold for a function of a similar size.
4. For functions of 100 guests or **less**, if the function is cancelled more than 2 months from the booked date the deposit will be refunded in full.
5. For a function of 100 guests or **less**, if the function is cancelled less than 2 months from the booked date, the deposit will only be refunded if the function room is resold for a function of a similar size.
6. For functions cancelled 1 month or less before the function date, the cancellation fee will be equal to the full deposit price.

**Room Hire Charges:** The cost for Room Hire is \$250.00.

**Time Extensions:** A labour surcharge will be payable for any function that continues beyond the agreed time (five hours) and must be by arrangement with Management.

**Equipment Hire Charges:** Charges apply for all special equipment or facilities provided for each function – please discuss costs and needs with management.

**Additional meals** for musicians, video people and photographers can be provided upon request at the appropriate cost.

**Consumption of Outside Food and Beverage:** Function organizers are not permitted to supply their own food or beverages without the prior approval of management.

**Delivery and Pickup of Equipment:** The restaurant must be advised of all deliveries and collections made on behalf of the client. Payment for deliveries of goods must be made by the client in advance. Assistance for moving in or out of equipment will only be possible if staff are available.

**Responsibility:**

1. The patron assumes responsibility for all damage caused by them or any of their guests, invitees or other people attending the function, whether in the function rooms or in another part of the restaurant.
2. General and normal cleaning is included in the cost of the room hire charge, but additional charges may be payable if the function has created cleaning needs above and beyond normal cleaning.
3. The restaurant will take all necessary care but will not accept responsibility for damage or loss of any client's property in the restaurant before, during or after a function.
4. The patron is responsible to conduct the function in an orderly manner and in full compliance with the rules and House Policy of the restaurant management and all applicable laws. We reserve the right to intervene if a function's activities are considered illegal, noisy or offensive.
5. The restaurant reserves the right to refuse the service of alcohol to any guests it considers to be under age or intoxicated or behaving in an offensive manner.

Please read the above agreement carefully, sign it below and return it to the Alandale Motor Inn & Function Centre as soon as possible.

**Postal Address:**

Alandale Motor Inn & Function Centre  
P.O. Box 3535  
Tamworth NSW 2340

**Fax:** 02 6765 2446

**E-Mail:** [reservations@alandalemotorinn.com.au](mailto:reservations@alandalemotorinn.com.au) (PDF)

**I have read and accept the conditions stated in this Agreement,**

**Date of Function** \_\_\_\_\_

**Number of Guests:** \_\_\_\_\_

**Name/s in Full:** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Deposit enclosed: \$** \_\_\_\_\_

**Payment Method**

**Cash    Bankcard    Visa    MasterCard    Diners    Amex    EFTPOS**

**Cardholder's Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Card No** \_\_\_\_\_

**Expiry Date** \_\_\_\_\_

**Alandale Motor Inn and Function Centre**

New England Highway, Cnr Burgmanns Lane  
TAMWORTH NSW 2340

Phone: 02 6765 7922 Fax: 02 6765 2446

Email: [reservations@alandalemotorinn.com.au](mailto:reservations@alandalemotorinn.com.au) Web: [www.alandale.com.au](http://www.alandale.com.au)