



HOME OF BALLARAT RSL

EVENT ROOM HIRE - TERMS & CONDITIONS

Thank you for choosing to hold your event at The George Hotel.
To ensure your event is enjoyable for everyone, we ask that the following guidelines and conditions be adhered to.

Confirming your event

- To confirm your booking, please provide your signed "Event Room Hire – Terms & Conditions" along with your deposit within 7 days of your booking enquiry.
- Your booking will not be confirmed until a deposit has been paid.
- Tentative bookings will only be held for 7 days.
- Full payment for food, equipment and room hire will be required 7 days prior to the event.
- Please advise final numbers 72 hours prior to event.
- Bar accounts are to be finalised on the day of event.
- Payments may be made in cash, via direct transfer, Eftpos or credit card.

Deposit

A deposit of \$500 is required to confirm your booking and will be held until the end of your event. Your full deposit will be returned, unless the room is left in an unsatisfactory condition.

Cancellation Policy

60 – 31 days prior to your event	Full refund will be granted
30 – 22 days prior to your event	Entire deposit retained
21 days, or less, prior to your event	Full payment of total estimated event required

Trading Hours

All function rooms are available until 11.30pm, however we would be willing to discuss a later time to best suit the requirements of your event.

<u>Room Capacity</u>	Min Seated	Max Seated	Min Standing	Max Standing
Howie Boardroom	2	12	N/A	N/A
Private Dining Room	10	25	20	30
Herring Function Room	24	60	50	150
The Lounge	50	160	80	300
Bull Allen Bar	10	26	20	40

Room Hire

Howie Boardroom	\$110
Private Dining Room	\$110 (Friday & Saturday minimum spend = \$500)
Herring Function Room and Balcony	\$220
The Lounge	\$300 (Saturday minimum spend = \$3000)
Bull Allen Bar	Complimentary (strictly subject to availability)

Extra options

Juke box	\$50
Microphone & Speaker	\$50
Ipod Speaker	\$50
Projector & Screen	\$40
Cakeage	\$50 (Chef to cut & plate up your cake)

Conditions

- A minimum of 50 people is required for Friday and Saturday night events
- A 20% surcharge applies to room hire and catering charges on Sundays and Public Holidays
- Intoxicated and/or offensive behaviour will not be tolerated. Management reserves the right to refuse service/entry and to close down the function.
- Alcohol purchased off site is not to be consumed on the premises. Management will confiscate any BYO alcoholic beverages.
- No food items are to be brought onto the premises without the authorisation of management due to our Food Management Guidelines.

Conditions continued

- Any decorations are to be temporarily fixed with blue-tac only (no sticky tape please).
- Any **Damages** caused to property or equipment will be invoiced to the guest or patron at the cost of the repair.
- Any unexpected/additional cleaning charges will be invoiced to the organiser of the event.
- Guests under 18 years of age must be accompanied with a legal guardian or parent. The event manager must be notified *in advance* of any minors (under 18's) attending. Unaccompanied minors will be in breach of our liquor license and the function may be closed down.
- When your deposit is paid, it is deemed that the terms and conditions have been read and agreed to.
- 21st birthday celebrations will require security for the duration of the event, at the client's expense. We will make the arrangements for security personnel.

DEPOSIT (Eftpos and Credit card)

Please tick your preferred method of deposit payment (\$500):

Direct transfer: The George Hotel Ballarat NAB Bank, BSB 083 526, Acct 45451 6925

Please reference contact surname

CREDIT CARD (Visa and MasterCard accepted)

Name on Card _____

Card Number _____

Expiry ____/____ CCV _____

FINAL PAYMENT (Eftpos and Credit card)

Please tick your preferred method of final payment:

Direct transfer: The George Hotel Ballarat NAB bank, BSB 083 526, Acct 45451 6925

Please reference contact surname

CREDIT CARD (Visa and MasterCard accepted)

Name on Card _____

Card Number _____

Expiry ____/____ CCV _____

I agree to the above Event Room Hire – Terms and Conditions

Event Name	
Event Date	
Contact Name	
Signature	
Date	