

HOTEL LA FUNCTIONS

Terms and Conditions 2017

Thank you for your interest in holding your next event with Hotel L.A.

To arrange a meeting, discuss options including menus for your function or to schedule a personal tour of our premises - please contact our Functions Co-ordinator on (07) 3368 2560 or email functions@hotella.com.au

Room Charges

Monday to Thursday and Sunday – No room hire

Friday – Saturday – Functions held on these days attract a minimum spend

Friday		Saturday	
Function Space	Minimum Spend Food & Beverage	Function Space	Minimum Spend Food & Beverage
Barons	\$1500	Barons	\$2500
Squires	\$1000	Squires	\$1500
Lounge	\$1000	Lounge	\$1000
Terrace	\$1000	Terrace	\$1000
Basement	\$800	Basement	\$800

Please note for all functions, we will require a \$300 Security Deposit to secure all function bookings.

NOVEMBER & DECEMBER BOOKINGS – Friday and Saturday booking will attract room hire and will require an initial deposit of \$1000 prior to the event. During these months room minimum spend and room charges are subject to change.

Confirmation

A signed copy of the Terms and Conditions along with the security deposit of \$300 is required in order to secure a booking. Deposits can be paid by credit card, cash or direct bank transfer. Until both are received bookings will not be confirmed.

A \$100 cleaning fee will be deducted from all deposits with the remaining \$200 refunded by EFT within 10 business days of the function.

Notification of final numbers and menu selection is required ten (10) days prior to the event. Should your event details and guest numbers vary significantly from those originally booked, Hotel LA has the right to amend the allocated room area prior to the event.

Payment

Final payment of Room Hire is required (7) days prior to the event and other payments prior to the commencement of your function. Hotel LA does not accept cheques in any form and will not invoice for payment once a function has been held unless pre-arranged with the Functions Co-ordinator.

Payment can be made over the phone by contacting the functions or venue manager. Alternatively, payment can be made by direct deposit. Hotel LA's details are as follows:

Hotel LA
BSB: 034 072
Account: 216 842

Please use your name in the reference box for our records.



www.Hotella.com.au

*prices listed *subject to change*

Security

All 18th birthday parties will incur a \$150 charge to cover mandatory security requirements. We also have the right to request additional security to be paid by event organisers for other functions should management deem necessary.

Minors

Hotel LA must be made aware of minors who are attending a function. It is hotel policy that minors are allowed to attend a function provided they are accompanied by their legal guardian at all times. Minors will be required to wear a wrist band for the duration of the function.

Decoration

If you would like to undertake your own decorating or utilise a contracted third party, access to the room should be arranged with management, generally after 2pm on the day of your function. No display material or decorations are to be erected without prior approval by management. Adhesive tape or other such products may not be used within the venue.

Music and Entertainment

External entertainment is allowed in the Barons Bar however it must be pre-approved by management prior to the date of your function. Should you wish to have live entertainment, all sound levels must be kept under 102 db and cannot be broadcast on verandas or balconies after 10pm due to noise restrictions. If a DJ is to use the booth they are to ensure the equipment is put back to its original position and connections and confirm it is in working order or a deduction may be taken from the security bond.

Screen shows

If you are showing a slide show of photographs during your event you must provide us with the photos on a USB with photos in a JPEG file (video formats are NOT compatible) no less than five (5) working days prior to the event to ensure that it is compatible with our audio-visual system. IPod connectivity is not available.

USBs must not contain any documents or folders other than jPeg format photos, any format other than this will not be compatible with Hotel LA's system. Load each individual photo onto the USB (not in a folder). Our AV system does not support video clips or sound (no MP4's or videos)

Hotel LA will not be held responsible for any malfunctions that may occur with USBs provided.

Cancellation

If an event is cancelled less than 7 days prior to the function booking, the deposit will be forfeited. No refund will be given for event cancellations during November and/or December.

Responsible Service of Alcohol

Any patron deemed to be unduly intoxicated or disorderly or supplying an individual deemed intoxicated or disorderly will be refused service and may be asked to leave premises, at management's discretion.

Property Damage

Organisers will be financially responsible for any damages or loss to the hotel caused by attendees of the function. The \$300 security deposit supplied will be used as a bond and will be returned within 7 days after the function, providing all the Terms and Conditions have been met by organisers.

Access

Entry to function spaces for set up will be available from 2pm onwards.

Duration

Function spaces are available from 7-12pm. Duration can be extended at the discretion of Hotel LA management.



Responsibilities

The Hotel will not accept responsibility for any damage, loss or injury to property or individuals before, during or after the event. The Hotel will not accept responsibility for loss or damage of equipment or belongings left on the premises before, during or after the function.

Agreement

The Hotel reserves the right to cancel any booking if management deems organisers are not actively showing a duty of care.

I have read, understood and agree to the above Terms and Conditions of this functions agreement with Hotel L.A. I also understand that furniture and fixtures in the selected function area or room are not permanent and could change from the date of booking.

DATE.....

PRINT NAME.....

SIGNED.....

MINIMUM SPEND \$.....

Does the credit card being used for the security bond belong to the person making this function booking?
YES/NO (please circle one)

If no, verification of the credit card owner is required; I hereby certify that I am the true and correct owner of the credit card being used for the security bond and give my permission for it to be as such. I have read and understand the Terms and Conditions and accept responsibility for payment.

DATE:.....

NAME:.....

SIGNED:.....

EVENT:.....

(Please specify type of event or reason for celebration)

DATE:.....

FUNCTION ROOM:.....

Starting Time:.....

Approximate number of Guests:.....

CONTACT NAME:.....

TWO CONTACT NUMBERS PLEASE:

mobile:.....

phone:.....

email:.....

Please email completed booking form to functions@hotella.com.au.

