

# Grange Hotel

## t e r m s & c o n d i t i o n s

The Grange Hotel now offers a function facility catering for numbers ranging from a minimum of 50 up to the maximum of 100 people. The room is situated on the recently renovated upper level of the hotel and has access to a balcony that offers sensational views of the coastline as far as the eye can see. It is air conditioned, has an open fireplace, fully equipped bar facilities and its own toilets. We are able to cater for any private function ranging from weddings, birthdays, engagements, christenings, reunions or just a friendly get together.

### **Confirmation/Charges – NON REFUNDABLE**

There is a room hire charge associated with the hire of the room. A booking is not secure until the room hire fee is paid. The management reserves the right to cancel a booking and allocate the room to another client if confirmation is not received within the specified time limit. Management also reserves the right to request the charges earlier if there is interest from another party for the same night.

### **Function Room Hire Fee (non refundable charge)**

- Monday - Thursday \$300.00
- Friday – Sunday \$400.00

### **Security Bond**

A security bond of \$200.00 is required for all functions. It is to be paid together with the room hire fee. The bond is refundable providing there are no excessive breakages or damage to the hotel facilities.

NOTE - The room hire fee and security bond must be paid when booking is made. This payment confirms your booking.

### **Minimum Spend**

Please be advised there is a minimum spend of \$1 500.00 per function on food and beverages (does not include room hire fee) for all Monday – Thursday functions. For functions booked Friday – Sunday the amount is \$2000. If this amount is not reached the difference must be paid upon finalising payment at the end of the night.

### **Menu**

Please see enclosed menus. If you were after something in particular which we haven't mentioned, don't hesitate to ask as we are flexible and will try to do our best to meet your needs. We require your food selection and anticipated numbers 21 days prior to your function with final numbers 7 days prior. This number represents the number of guests for which you will be charged. All food and drinks must be purchased from the hotel with the only exception being your ie. birthday/wedding cake.

**\*All menus & prices are subject to change & availability**

### **Drinks**

If hiring the room Monday – Thursday the drinks are charged on a consumption basis. From Friday to Sunday we offer drink packages that involve a charge per head. If you wish to run a bar tab instead (charge per consumption), a minimum spend will apply. See the attached Drinks information for more package details.

### **Cakes**

You are welcome to supply your own cake. If you are happy to plate it yourself there is no charge. Alternatively our chefs can plate it as a dessert at a cost of \$1.50 per serve or \$2.50 per serve with garnish.

### **Audio/Visual Facilities**

The hotel has its own internal digital sound system. If you wish to play your own music we suggest you provide it on CD prior to the function so we are able to upload your music onto the system. Alternatively we can play your iPod through our system. We have a Plasma TV and a DVD player which you are welcome to use. Smoke machines & bubble machines are not permitted.

### **Decorations**

Sorry, no confetti, rice, flower petals, candles, party poppers or 'scatters'. All decorations are to be discussed with management.

### **Security**

A security bond of \$200.00 is required when booking and paying your room hire fee. The security bond is refundable and will be returned on the first working business day after your function if no damage is incurred. Some functions may incur extra charges for security.

### **Cancellation**

If the confirmed function is cancelled for any reason all money received is non-refundable apart from your security bond.

### **Payment**

We require full payment for all goods purchased and hired at the completion of your function. Payment can be made by credit card, bank cheque or cash. Personal cheques will not be accepted.

### **Closing Times**

Monday – Sunday: drinks and music cease at 11.45pm with all guests to vacate room and balcony areas by midnight. The downstairs bar will trade until 2am Thurs.-Sat. nights.

### **Damage / Compliance**

During the organised event the organiser (yourself) is financially responsible for all damage and breakages incurred to hotel property. The organiser (yourself) is to conduct the function in an orderly manner in full compliance with all hotel and liquor licensing regulations. The management reserves the right to exclude or eject any persons behaving in an improper manner without liability. The hotel will not accept any responsibility for the damage or loss of property left prior to or after a function.

We look forward to working with you to make this an enjoyable and memorable night for all concerned.