**BOOKING FORM - CHRISTMAS DAY BUFFET LUNCH 25/12/2019**

**BOOKING NAME:**

**PHONE:**

**EMAIL:**

**NUMBER OF PEOPLE:**

**SITTING TIME (11.30 OR 12.30):**

***Please note: For Christmas Day Buffet Lunch, full pre-payment is required at least five days before the event. Your credit card will be charged accordingly. Cancellations must be made two weeks prior to the event to avoid a cancellation fee. Credit card authorisation is also acceptance of the terms and conditions in this document.***

**Credit Card Authorisation**

Please complete the following details to guarantee authorisation to a nominated credit card

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 First name Surname Company Name

hereby give The Stirling Arms Hotel authority to charge my credit card for the event previously

stated in this document.

Card Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Card Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Expiry Date:

Card Holder’s Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Card Holder’s Signature:

TERMS & CONDITIONS We are sure you will appreciate the following policies, which will enable us to effectively service your forthcoming event. If you have any enquiries, please contact our events coordinator: enquiries@thestirlingarms.com.au

CONFIRMATIONS Confirmation of any event must be received in writing within fourteen (14) business days of the original booking or the due date stated on the contract. THE STIRLING ARMS HOTEL reserves the right to cancel any bookings unconfirmed at this stage.

ADVANCE DEPOSITS All bookings must be secured with a non-refundable deposit paid by the date stated on the contract. If no deposit is received, the Management of the Hotel reserves the right to cancel the booking and allocate the venue to another client. Credit card details will be taken at the time of booking, to guarantee payment, and may be used for any additional charges at the end of the event. All payments made via credit card will incur a 1.5% Handling Fee. Cost of debt recovery will recovered from the client.

CANCELLATIONS AND POSTPONEMENTS Clients cancelling within forty five (45) days of the event commencement date will be billed 50% of the total estimated food and beverage costs.

Clients cancelling within fourteen (14) days of the event commencement date will be billed one full day’s room hire at the published rate, all catering charges (including tea and coffee) with the exception of bar drinks, and any charges associated with sub-contractors employed at the client’s request, for each day of the event.

Clients cancelling within forty eight (48) hours of the event commencement date will be billed the total estimated charges for the event including quoted accommodation tariffs.

All cancellations for venue rooms and /or accommodation must be advised to us in writing to take effect.

ROOM HIRE FEE All room hire fees are dependent on the time period required, the number of guests in attendance and the overall catering requirements. Should this vary from the time at booking the room hire fee will alter accordingly.

COMMENCEMENT AND VACATING OF ROOMS The client agrees to begin the function and vacate the designated function space at the scheduled times agreed upon. In the event that a function should go beyond the agreed finishing time, we reserve the right to charge any additional costs incurred. Should the room be sold to another function we reserve the right to vacate your function from the room.

BANQUET EVENT ORDERS All events held at the hotel must be formalized by contract. The Banquet Event Order forms part of this contract and must be signed and a copy forwarded to your event coordinator within fourteen (14) days prior to the event, any changes need to be made in writing. In the instance that any adjustments are made that affect the final costing of your event after signing the event order, , a new event order will be sent to you which will also need to be signed and returned to your event coordinator.

MINIMUM GUARANTEED NUMBERS FOR CATERING The client is responsible for confirming the number of delegates attending the event at least 48 hours (2 working days Monday to Friday) prior to the event. Charges will be based on not less than these confirmed numbers. Further increases will of course be charged at the agreed rates. Please also note that the hotel reserves the right to renegotiate should numbers fall by more than 20 % of those made at the time of booking.

MENU SELECTIONS Your menu selections are required to be confirmed no later than ten (10) working days prior to the event, or as otherwise advised. Menu selections are based on the hotel’s current menu selection and prices.

AMENDMENTS In the event of unforeseen circumstances, or any amendments to numbers or setup, THE STIRLING ARMS HOTEL reserves the right to change the venue to another suitable room. Every effort will be made to discuss the changes with the client well in advance. Alternatively if there are any last minute changes to room set ups on the day of the event additional charges will apply.

DAMAGE OR LOSS The client agrees to be held financially liable for any damages sustained to THE STIRLING ARMS HOTEL property by any delegates, guests, contractors or sub-contractors, attending a particular event. The hotel will not be responsible for any loss to equipment, gifts, left in venues after the completion of the event.

SPECIAL DIETARY REQUIREMENTS THE STIRLING ARMS HOTEL will assist in supplying alternative meals for those guests with special dietary needs, provided fourteen (14)days written notice is given by the client.

VENUE The hotel reserves the right to assign an alternative venue for the function in the event of the venue designated for such function shall be unavailable or inappropriate.

FUNCTION MATERIAL THE STIRLING ARMS HOTEL requires approval for the display and erection of all signage and promotional material on the premises. Further more, hotel management reserves the right to remove any displays, promotional material or any other form of signage deemed to be inappropriate or in conflict with any other event which may be taking place on the property.

INSURANCE THE STIRLING ARMS HOTEL will take all necessary care, but cannot take any responsibility for the damage or loss of items before, during, or after any event. It is highly advisable for the clients to arrange their own insurance cover for property damage, loss, and public liability where appropriate.

CONSUMPTION No food or beverage of any kind will be permitted to be brought into the hotel for consumption at the function by the client or any of the client’s guests, invitees or person attending the function, unless prior approval from hotel management.

RESPONSIBLE SERVICE OF ALCOHOL THE STIRLING ARMS HOTEL takes the Responsible Service of Alcohol very seriously and as such reserves the right for our managers to refuse alcohol to anyone they deem intoxicated.

EQUIPMENT With regard to any equipment contracted by the client or sub-contracted by the hotel at the request of the client, we recommend that the client or their representative be present at least one (1) hour prior to the event commencement time to ensure the equipment meets your requirements. We also request that you provide us with all details of any equipment being brought into the hotel, prior to the event date. The hotel cannot accept any responsibility for any equipment failure, incorrect setup, or use of any equipment not provided by the hotel, or not hired by the hotel through our approved equipment supplier(s).

All installations required over and above those already available within our venue areas will be subject to appropriate connection and consumption fees. Any such installation may only be performed by our own technical staff, unless otherwise agreed by us in writing, and will incur appropriate labour charges.

ACCOMMODATION Guaranteed numbers of accommodation rooms, length of stays, and room-types are required at least twenty one (21) days prior to the event. Minimum accommodation charges will be based on these confirmed numbers. Excess rooms held in any allotment will then be released. After this date additional rooms may still be booked at the agreed rate, but will be subject to availability. A final rooming list showing individual names, arrival and departure dates is then required fourteen (14) days prior to the event.

SPECIAL CONDITIONS To enable us to effectively service your event, meet your needs and exceed your expectations, a special price structure will apply on events held on a Public Holiday and/or if an event is extended after midnight

SECURITY If the hotel has reason to believe that a function will affect the smooth running of the hotel’s business, security or reputation, it reserves the right to cancel the function and remove any disruptive individuals. The hotel may also request the client to have mandatory security for any functions it deems necessary, at the expense of the client.

BASIS OF AGREEMENT Performance of this agreement is contingent upon the ability of the hotel to complete same, and is subject to labour troubles, disputes, strikes or picketing, accidents, government requisitions, restrictions upon travel, transportation, food, beverages, or supplies, equipment failure and other causes, whether enumerated herein or not, which are beyond the control of the hotel. In no event shall the hotel be liable for the loss of profit or consequential damages whether based on breach of contract, warranty, or otherwise. In no event shall the hotel’s liability be in excess of the estimated cost of the function.

PRICES All prices are current at the time of quotation and are subject to revision prior to signing the Banquet Event Order. Prices are inclusive of GST.

FORCE MAJEUR Should any act of God such as an earthquake, fire, flood or civil disturbance prevent either the client or THE STIRLING ARMS HOTEL from carrying out their obligations under this agreement, neither the client nor THE STIRLING ARMS HOTEL shall be liable for the non-performance under this agreement. In the event that the client cancels for reasons of Force Majeure, all payments will be refunded except for the initial deposit. If THE STIRLING ARMS HOTEL cancels the agreement due to the Force Majeure, all advanced payments will be refunded.

ENTIRE AGREEMENT Subject only to variation specified in a subsequent Banquet Event Order signed by the client, the attached letter and these Terms and Conditions constitute the entire agreement of THE STIRLING ARMS HOTEL and the client and shall supersede all prior offers, negotiations and agreements in connection with the function.