

Terms & Conditions

All tentative bookings are kept for 14 days from enquiry date; if after which time a deposit has not been received the date will be released. Once the deposit has been received the function or event will be deemed confirmed. We require a \$200 deposit to confirm the booking. All menus including dietary requirements and vegetarian options, beverages, entertainment and decorations are to be finalised 14 days prior to the function. All numbers are required to be confirmed and finalised 1 week prior to the function date. All functions exclude any discounts or vouchers.

Alfresco area hire fees

Room hire for a standing Cocktail party with a minimum of 60 guests will incur a \$300 fee for the private use of the area.

If your numbers fall under 60 and you would still like your Cocktail function to be private, a fee of \$500 will be incurred.

❖ *Cocktail finger food is additional to these costs. Please see the above menu options.*

Room hire for a seated set menu with a minimum of 40 guests will incur a \$500 fee for the private use of the area.

There is no hire cost to the area when left open to the public.

Cancellation Terms

Once the deposit is paid any cancellations after a 14 day period, the client shall forfeit the entire deposit.

Entertainment

Guests can bring in their own CD's or I-pods to use and run through our sound system. Please bring in the equipment to be used one week prior to the event to have it checked.

Audio Visual

Audio visual requirements can be arranged. If you are using your own equipment we advise you bring it in a week before the event to ensure that this is checked. If you wish to bring in your own DVD to be played on the Plasma screens please ensure that these can be played on your own DVD player at home before bringing it in.

Decorations

For all decorations, flower arrangements or other requirements that you wish to bring in for your event, please discuss this when organising your function.

Coloured napkins and tablecloths can be organised by the hotel.

If you wish to have balloons for your event we recommend Budget Balloons. A brochure is included with this package

In The Event of Being Intoxicated

We will communicate with the contact person. If no action is taken then we will take appropriate steps to administer our duty of care in relation to Responsible Service of Alcohol.

The Hotel Does Not Accept

Any responsibility for damages or loss of merchandise left in the hotel prior to or after the function. Goods must be removed from the premises no later than 24 hours after the function.

No Food or Beverage

With the exception of Wedding Cake or birthday Cake, food or alcohol is not permitted to be brought inside the hotel for consumption at the function by the client or any persons attending the function.

Damages

Any damages to the Hotel or it's property by either yourself, your guests, or your suppliers must be paid for.

Cleaning

General cleaning is included in the cost of the function. If cleaning requirements following your function are judged by Management as excessive, additional cleaning charges may be incurred.

Under 18's

Must be supervised at all times by a parent or guardian, they are required to stay in privately booked areas and are permitted to remain in the venue no later than 10pm unless prior arrangements are made with management.

All children under the age of 18 years must leave the Modbury Plaza Hotel premises no later than 12am

Smoking

Smoking is not permitted anywhere inside of the hotel or under the covered Alfresco area. Smoking is only allowed in the designated smoking areas outside of the hotel.

BOOKING AGREEMENT FORM

Thank you for choosing The Modbury Plaza Hotel for your function. I have pleasure in confirming the following details based on your specific requirements.

Name: _____

Address: _____

Contact number: _____

Email: _____

Type of Function: _____

Date of Function: _____

Time: _____

Number of guests: _____

Deposit paid in the amount of \$ _____ paid Yes No (please circle)

Date deposit is paid on: _____

I have read all information received and hereby agree to all terms and conditions of the Modbury Plaza Hotel:

Customer Signature: _____

Date: _____

Representative of the Modbury Plaza Hotel

Date: _____

The balance of the account is to be paid at the conclusion of your function by cash, debit card or credit card

Kaye Beaney

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