



## FUNCTION BOOKING CONFIRMATION

**Day and Date of Function:** .....

**Time:** From ..... am/pm to ..... am/pm

**Set-up:** ..... am/pm      **Arrival:** ..... am/pm      **Service:** ..... am/pm

**Does your Function require catering:**     Yes     No

**Any special dietary requirements?** (Eg: Vegetarian, Celiac, Vegan, anaphylactic etc)     Yes     No

If yes, please provide details: .....

**Guests:** Total number: .....      Adults (18 and over): .....      Children: .....

**Full Name:** .....

**Address:** .....

**Phone:** .....      **E-mail:** .....

**Deposit / Payment:** Please ensure you have read the Function Terms and Conditions carefully.  
Your signature below constitutes your agreement to our Function Terms and Conditions.

Your booking will not be confirmed until you have returned this signed Function Confirmation with your Riverview Room payment.

I have read and accepted the conditions stated in this Function Confirmation agreement.

**Account Required:**     Yes     No

**Full Name:** .....

As it appears on Drivers Licence and Credit Card

**Signature:** .....      **Date:** .....

### Office use only

Chosen menu option/s: .....

.....

Received and processed by: .....      Date: .....



## FUNCTION TERMS AND CONDITIONS

The Bendemeer Hotel shows pride and professionalism when catering for your special function. With you in mind and to ensure the smooth running of your function, we have certain policies in place.

### 1. Confirmation of Function

- a) To confirm the booking of the Riverview Room, we must receive a signed copy of the Function Terms and Conditions form, along with the room hire fee within seven days of the initial booking.

### 2. Final Numbers

- a) The confirmation number of people attending your function is required seven days before your function.
- b) This will be your confirmed number. It is your responsibility to notify us. Charges will be based on your confirmed number.

### 3. Fees and Payment

- a) There is a booking fee if you wish to exclusively use The Riverview Dining Room. This fee includes for the set-up of your function as well as the cleaning afterwards.
- b) A 10% surcharge will apply for any function held on either a Sunday or public holiday.
- c) The contract signatory is liable to pay all the money due under this agreement. Catering and bar accounts must be paid with cash, or with credit card, on the day of the function.
- d) Linen tablecloths can be provided at an extra cost.

### 4. Cancellations

- a) Bendemeer Hotel is a very popular venue for functions and is in high demand. In the event of a cancellation, the following terms apply:
  - i. **CANCELLATIONS MUST BE IN WRITING**
  - ii. Functions must be cancelled **30 DAYS PRIOR** to the function date to receive a refund of the room hire fee.
  - iii. If a function is cancelled less than 30 days prior to function date, the room hire fee will be retained by The Bendemeer Hotel.

### 5. Menu Selection

- a) Within the Function Package is the full Function Menu.
- b) Please contact the Head Cook, Publican Leanne Summers on 02 6769 6550 for further information and/or any queries.



**6. Food and Beverages**

- a) Liquor licensing laws prohibit any individual bringing food or beverages onto the premises.
- b) Food allergies can be catered for with prior notice.
- c) Birthday cakes are allowed.

**7. Damage**

- a) The organiser is financially responsible for any damage sustained to The Bendemeer Hotel during the function. Management must be consulted before adhering anything to any wall, doorway or ceilings within the Hotel.

**8. Insurance**

- a) Bendemeer Hotel will take all reasonable care and will accept no responsibility for loss, or damage, to the property of the client. It is, therefore, suggested that the client take appropriate care when bringing valuables onto the premises.

**9. Price Variation**

- a) Every effort is made to maintain prices as printed, however, prices may be subject to change at the discretion of Management and within GST guidelines.

**10. CoVid-19**

- a) All guests must comply with and abide by the current Covid-19 rulings set by NSW Services and The Australian Hoteliers Association.

**Signature:** ..... **Date:** .....