

THE
LAKE ILLAWARRA
HOTEL

BOOKING

Package



TERMS & CONDITIONS

TERMS AND CONDITIONS CONFIRMATION & DEPOSIT (Minimum spends and booking fees apply)

To confirm a function booking, the following is required:

1. Complete the booking form
2. To secure your booking we require a deposit:
 - a. For less than 25 people we require a \$100 deposit
 - b. For more than 25 people we require a deposit of \$250All deposits are taken off your final bill. All deposits are fully refundable up to 14 days prior to your function date. After 14 days prior we are sorry but we can no longer refund your money, we can however look for a different date for your event.
3. Sign the Terms & Conditions
 - Number of guests attending and all final details should be notified to the functions manager no less than 5 business days prior to the event. Once given, numbers can increase up to 2 business days prior to the event however not decrease.

PAYMENT

- To confirm booking 50 % of total function spend must be paid prior to function. For any outstanding beverage tabs, these are to be settled at the conclusion on the evening of the function. Payment can be made by direct deposit or credit card 5 days prior to the function. Credit card details and I.D must be given as security for all beverage tabs.

INSURANCE/DAMAGES

- Our organisation will take reasonable care, but will not accept responsibility for damage to or loss of items before, during or after a function. You are financially responsible for any loss or damage sustained to the premises or our property during a function by you or your guest. You are also responsible for any loss or damage to equipment hired on your behalf.

OTHER

- The client shall conduct the function in an orderly manner and in full compliance with the rules of the Lake Illawarra Hotel's management and in accordance with all applicable laws. The client is responsible for the conduct of the guests and the invitees and indemnifies the hotel for all costs, charges, expenses, damage and loss caused by any act or omission by the client, client's guests or invitees.
- No food or beverage of any kind is permitted to be brought to the function by the client, the client's guests or invitees unless prior permission has been obtained.
- The Lake Illawarra Hotel supports the Responsible Service of Alcohol. In accordance with the NSW state government's RSA laws, the Lake Illawarra Hotel reserves the right in it's absolute discretion to exclude or remove any undesirable persons from the function or the Lake Illawarra Hotel's premises without liability.

TERMS & CONDITIONS

We also reserve the right to cancel the booking if:

- The Lake Illawarra Hotel or any part of it is closed due to the circumstances outside the hotel's control.
- The client becomes insolvent, bankrupt or enters into liquidation or receivership
- The Function might prejudice the reputation of the Lake Illawarra Hotel
- The food or beverages has not been paid by the due date

If you agree to our Terms & Conditions, please sign and date below and email a signed copy to info@lakeillawarrahotel.com.au

Name:

Signed:

Date:

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THE
LAKE ILLAWARRA
HOTEL

BOOKING FORM

FUNCTION & CELEBRATION BOOKING FORM

CONTACT DETAILS

Name -

Company (if applicable) -

Contact number -

Email -

FUNCTION DETAILS

Date of function -

Time of function -

After your function do you intend to stay longer at the hotel -
YES / NO (Please circle)

Type of event -

Style of event -

Cocktail / Sit - down (Please circle)

Number of guests -

Menu choice -

Drink Package choice -

DEPOSIT PAYMENT

Credit card details -

Visa / Mastercard / Diners Club / AMEX (Please circle)

Cardholder name -

Card number -

_____/_____/_____/_____

Expiry date -

_____/_____

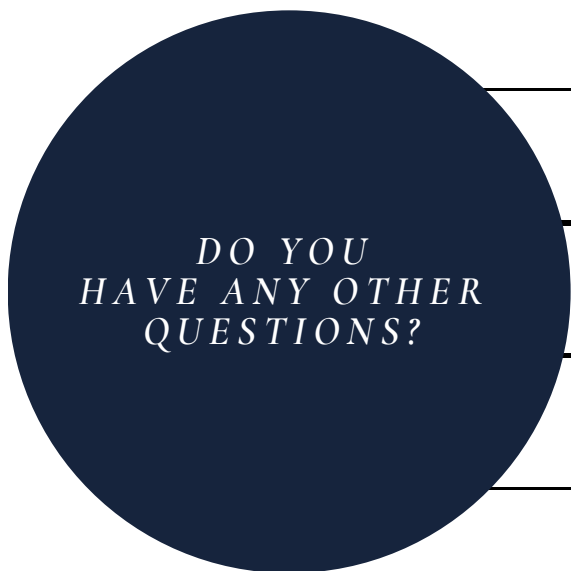
CSV (number of the back of the card) -

Deposit \$ -

An additional 1% surcharge will be charged for all credit card payments

NOTES & QUESTIONS

NOTES FOR ANYTHING ELSE...



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HOTEL

The Lake Illawarra Hotel

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