

HOTEL TIVOLI

Function Terms & Conditions

Bookings / Deposits

All deposits must be accompanied by the completed authorisation details below. Credit card details are required for all functions as security. All deposits must be paid within 7 days of booking. Hotel Tivoli reserves the right to rebook any function space after this time. The deposit for private Ballroom and Mezzanine functions in all instances shall be the room hire fee. The deposit for all other Set Menu bookings is \$10 per person.

Payment

Payment must be made prior to or at the start of the function. Cash, company cheque and all major credit cards are accepted. Personal cheques are not accepted unless prior agreement has been reached with management. All credit card transactions in excess of \$1000 will incur a 3.5% surcharge.

Final Numbers

Written confirmation of numbers must be made no less than 48 hours prior to the function, via fax or email. Numbers given at this time will be considered final and the hirer will be responsible for full payment of no less than this number.

Menu & Drinks

Details of all food and beverage selections must be finalised no less than 7 days prior to the function. This includes any special dietary requirements, allergies or scheduled service times. All Ballroom cocktail functions must select a Cocktail Menu & Beverage Package and may not be charged 'on consumption'.

We do not permit subsidised drinks accounts or BYO.

Accounts

Organisers are welcome to run an account for food and beverage purchases throughout any Set Menu, Mezzanine or Front Bar function. This can only be facilitated through the holding of a personal or company credit card by the Hotel Tivoli. The cardholder accepts sole responsibility for all charges associated with the account. Accounts must be finalised on the completion of the function.

Pricing

Prices are subject to change without notice to cover any unforeseen variations in cost.

Display / Decoration

Themed events and personalised displays are welcome for any private Ballroom or Mezzanine function, however nothing is to be nailed, pinned or adhered to any wall, door or part of Hotel Tivoli. An \$80 cleaning fee is applied if confetti or glitter is used.

Audio / Visual

Any AV requirements must be discussed with management at least 14 days prior to the function. An appointment can be made to confirm any hiring needs, or to ensure that any AV supplied by the hirer is compatible with Hotel Tivoli's equipment.

Cake Cutting

In order to maintain our food standard practices we do not allow you to bring your own food into the hotel. Store bought cakes are the exception. Cake cutting costs are \$4 per person including cutting, plating and garnishing. If you would like to cut the cake yourself a charge of \$2 per person applies, to a maximum of \$30.

Compliance

The organiser will conduct the occasion in accordance to the Hotel Tivoli policy and all other laws. Management reserves the right to exclude or eject any objectionable persons from the Hotel Tivoli without liability. Management reserves the right to cancel or shut down any function if the hirers are proven to have supplied misleading information when booking.

Cancellation

Hotel Tivoli will not refund the deposit amount if the function is cancelled.

HOTEL TIVOLI

Function Details:

Function Name: _____

Function Date: _____

Function Menu: _____

Function Guests: _____

Contact Person: _____

Contact Details: (Ph) _____ (Fax) _____ (Email) _____

Itemised Invoice Required

Deposit Invoice Required

Credit Card Invoice Required

I have read and accept all the above terms and conditions and commit to the details of the function as recorded above.

Name: _____

Signature: _____

Credit Card Authorisation:

Name On Card: _____

Card Type: _____

Card Number: _____

Expiry Date On Card: _____

Authorisation Number: _____

Amount Authorised To Charge: _____

Signature of Card Holder: _____