



## TERMS AND CONDITIONS

**Booking & Confirmation** – A 50% deposit is required (refer Deposit below) to ensure your booking is confirmed and must be forwarded to the Freeway Hotel when making your reservation. Tentative reservations will only be held for 7 days. If confirmation is not received, management reserves the right to cancel the booking and allocate the function space to another client.

**Deposit** – A 50% deposit (of the minimum spend requirement) must be given at the time of confirmation. The minimum spend is calculated on the catering charge and the cost of extra staff, including security, for the minimum number of guests.

**Guaranteed Numbers**– An estimate of your guest numbers will be requested 14 days prior to your function, for staffing purposes. Guaranteed minimum numbers of guests attending the event is requested 3 working days prior to the event.

### Function Area Reservation

If it is necessary and due to circumstances beyond our control, the Freeway Hotel reserves the right to change allocated function areas. The Freeway Hotel reserves the right to book other functions in the same area up to 1 hour before the scheduled function commencement time and 1 hour after the scheduled finishing time.

**Cancellation of Bookings.**– In the event that a confirmed function must unfortunately be cancelled, the following cancellation charges will apply: Any cancellation of a booking that takes place within 48 hours prior to the scheduled start will not be entitled to a refund and will also be responsible for all food costs incurred. Any cancellation of bookings that take place with less than 7 days notice, will forfeit the deposit unless the space is resold.

### Damages

Organisers are financially responsible for any damages sustained to the Freeway Hotel property during functions. No items are to be attached, pinned, nailed, screwed, stapled or glued to the walls, doors, furniture or other surfaces of any area in or around the venue.

### Alcohol Policy

In order to comply with its legal and social responsibilities, the Freeway Hotel has a policy on the responsible services of alcohol. All 21<sup>st</sup> Birthday functions must supply a guest list on the night and everyone must bring ID.

**Security** – It is the Freeway Hotel's requirement that security is present for all 21st Birthday parties

Due to the Hotel's Harm Minimisation Policy, it is at the Hotel's discretion to require extra security at any function, with the cost to be born by the client.

### Prices / Payment Arrangements

Every endeavour is made to maintain prices as printed, but these may be subject to change without notice.

**ANY OUTSTANDING BALANCE IS TO BE SETTLED ON THE DAY OF YOUR FUNCTION BASED ON YOUR PREVIOUSLY CONFIRMED AND "GUARANTEED NUMBERS" (SEE ABOVE). Please note that the Freeway Hotel does not offer account facilities.**

We have read and agree to the Terms and Conditions as specified above:

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date: ...../...../.....