

BOOKING FORM

To confirm booking, please complete this form and return with legible copies of your photo ID and credit card if paying deposit by credit card. Please read & sign the terms & conditions and return with booking form.

Booking Date:	No. of Guests:
Booking Name:	
Company Name (if applicable):	
Booking Time (Start & Finish):	
Landline:	Mobile:
Email:	
Function Area:	
Type of Function:	

BEVERAGE OPTIONS

Classic Package:	Deluxe Package:	Beverage Times:
2 Hours \$45 <input type="checkbox"/>	2 Hours \$55 <input type="checkbox"/>	Start:
3 Hours \$55 <input type="checkbox"/>	3 Hours \$65 <input type="checkbox"/>	Finish:

PAYMENT

\$200 Deposit		
Date Paid:		
Card Type:	Card Name:	
Card Number:	Expiry:	CCV:
Card Signature:		



ORCHARD HOTEL TERMS & CONDITIONS

BOOKING & CONFIRMATION:

Orchard Hotel terms & conditions must be signed and returned to us with the \$200 deposit to ensure your booking is confirmed. This will be deducted from your bill at the end of the night. As a room hire fee is not charged, the minimum spend is required (with the exception of the restaurant). If you are unable to reach the minimum spend, the difference will be forfeited by the client. Any tentative bookings not confirmed within 7 days of the booking being made may be released at our discretion.

CANCELLATION:

Any cancellations must be made in writing. For cancellations more than 7 days prior to function date, a full refund of the deposit is given. For cancellations received within 7 days prior to the event, the deposit will be forfeited. For cancellations within 72 hours prior to function date, the client is charged 100% of the cost of the event.

PRICES:

Orchard Hotel will endeavor to maintain the same prices as issued but will not take any responsibility for price variation at the time of your function. These prices are subject to change.

EQUIPMENT:

Orchard Hotel will endeavor to store your equipment if the function room is not booked for the following day. We cannot guarantee storage of equipment and nor will we be held responsible for any damage or loss sustained to equipment.

NOISE LEVEL:

Regulations are in place to noise levels, music and entertainment. We reserve the right to lower noise levels should it result in disturbing other patrons.

CONDUCT OF EVENT:

The client shall conduct the event in an orderly manner compliant with the rules of Orchard Hotel and in accordance with all applicable laws. The client is liable for the actions of their invitees and any damages or losses incurred during the event. Any costs will be invoiced directly to the client.

DRESS:

All customers must conform to dress regulations and be clean, neat and tidy. Shoes must be worn at all times.

CONDITIONS:

Managers reserves the right to adjust the function areas to better suit the number of guests at the time of your function. All decorations must be approved by function co-ordinator and must not be permanent.

ORCHARD'S RIGHTS:

Orchard Hotel does not assume responsibility or liability for any loss or damage to any property belonging to the client, client's guests or invitees or for any injury sustained to the client or any guest during their time with us. Orchard Hotel reserves the right to refuse entry from any guest to an event, regardless of an invitation from the client, when deemed necessary without liability.

Orchard Hotel also reserves the right to cancel the booking or close the function down if:

- The event may prejudice the reputation of the Hotel
- The deposit has not been paid
- Unruly behavior

RESPONSIBLE SERVICE OF ALCOHOL:

Orchard Hotel management and employees will at all times be bound to state licensing laws and the responsible service of alcohol act. Orchard Hotel reserves the right to refuse service and/or remove patrons from the premises for unruly behavior and showing signs of intoxication as deemed by management's discretion.

PAYMENT:

All accounts must be paid at the completion of the function. Orchard Hotel does not accept personal or company cheques unless by prior arrangement.

FOOD & BEVERAGES:

Menus are seasonal and subject to change. Under no circumstances will Orchard Hotel allow any person to bring any food or beverage into the venue (with the exception of celebratory cakes).

MINORS:

Due to licensing restrictions, minors (under the age of 18) are prohibited in the venue after 10pm. Any minors attending an event before 10pm must have a designated parent/guardian present at all times.

ROOM ACCESS:

Any prior access to event room will need to be confirmed and approved no less than 24 hours prior to event date.

ID:

A valid ID must be produced upon entry. Failure to produce a valid one will result in restricted entry.

SIGNED IN ACCEPTANCE OF THE TERMS AND CONDITIONS

Signed : _____ Date: _____

Print Name: _____

I, hereby, authorise for the above amount to be debited from my card. To confirm booking, please email the completed booking form and terms & conditions to Natalia@orchardhotel.com.au