

GLENELG PIER HOTEL
PRIVATE TERMS & CONDITIONS



Client Name/s: _____

Day / Date(s) of Event: _____

Availability

If through circumstances beyond the control of the Glenelg Pier Hotel, the room hired becomes unavailable, the venue reserves the right to relocate the function to another room, within the premises. If the area cannot be made available to the hirer on the requested date, due to industrial dispute, fire, flood or any other act of God, the Glenelg Pier Hotel shall not be liable for any loss, and/or injury suffered by the hirer, as a result of the unavailability of the venue.

Room Allocations

Room allocations are not made until 1 week prior to each event. Requests for specific room/s will be noted, but not 100% guaranteed. Whilst we will do our best to accommodate such requests, the final decision is up to Management discretion. Room layout must be confirmed 14 days prior to your event.

Equipment Hire

All equipment hire provided by the Glenelg Pier Hotel is at an additional cost (POA). If providing your own entertainment such as an I-pod, DJ or band, you/they are required to supply all necessary cords, speakers and associated equipment.

If a portable bar is requested, a setup fee of \$150 per keg is applicable, plus the cost of the beer.

Setup/floor plan of your room must be given to Management 14 days prior to your event. Please note final room setup is not confirmed until one hour prior to the event.

DJ's, data projection, screens and dancefloors can all be organised – POA.

Bookings / Deposit

Please be aware that bookings are not confirmed until a \$500 deposit has been received AND the terms and conditions have been signed and returned. Deposits must be received 14 days after initial booking to confirm your booking, if a deposit is not received, and/or the signed terms & conditions are not returned, your room may be booked out to another customer without notice to you. Deposits can be paid by cheque, credit card, EFT or cash. A bond of \$500 may also be applicable prior to your event going ahead and will be refunded to you the following week after your event if there are no excessive breakages and no excessive cleaning is required.

A minimum spend of \$3,000 on food and beverages is applicable to all weekend private events.

Monday – Thursday a minimum spend of \$2,500 on food and beverages is applicable for all private events.

Final Numbers

Final minimum numbers must be confirmed 14 days prior to your function to allow for correct catering and staffing purposes. If numbers on the day are less than what was confirmed and/or 14 days noticed has not been given by the client, the full payment quoted will be charged and the client will not be entitled to a refund of any money's already paid. NOTE: catering numbers are required to be the same numbers to be setup for (they can be higher), otherwise an additional setup fee may be applicable.

Menu and Beverages

Food and beverage selections must be finalized at least 14 days prior to your function. This needs to include any special dietary requirements (i.e. vegetarian, gluten free, etc). All food must be served before 10pm. No outside catering is allowed to be brought onto the property (the only exception to this is a celebration cake where a \$45 cake cutting fee is applicable), nor is any food or beverage allowed to be taken from the Glenelg Pier Hotel. All celebration cakes must be assembled by the client or a designated person on their behalf and if the cake is required to be cut, this can only be done by Glenelg Pier Hotel staff (due to OHS, guests are not



allowed to cut and distribute themselves). No BYO drinks are allowed. If a specific menu or beverage item is preferred, please contact the Meetings and Events Department to see if they can facilitate your request.

Payment

Full payment is required 14 days prior to your function date. Methods of payment include most major credit cards, EFTPOS, cheque or cash. Any extras that are required on the day of the function must be paid at the conclusion of the function, prior to the client departing. No refund will be given on any monies not allocated to a pre-paid bar tab.

Decorations

You are welcome to decorate the room yourself during regular opening hours only. Only Blu-Tac may be used to affix posters, streamers, etc to walls. If you wish to use glitter or scatters (or similar), a cleaning fee will apply. Naked flames and sparklers are NOT permitted (birthday candles are allowed, but only in the allocated cake position within each room).

Theming

Where stipulated that chair covers, sashes and/or table runners are included for decorations, these are included complimentary on the basis that the Glenelg Pier Hotel has the colours required in stock. If a particular sash colour is required to be ordered/hired in on the clients behalf, or extras of a particular sash colour are required, a \$2 surcharge per sash is applicable, plus a \$20 delivery fee. Multiples of 10 apply. White chair covers are available – POA. All goods remain the property of the Glenelg Pier Hotel and if guests take any sashes, runners or chair covers away with them, the client will be charged for the goods taken. It is the client's responsibility to confirm colours and availability 2 months prior to your event date.

Smoking / Fire Alarms

Smoking is not permitted anywhere inside the venue. Please note that any actions by the organisers, their guests, invitees, suppliers or any other persons attending the function that causes the fire alarm to be triggered including, but not limited to, the use of smoke machines, dry ice or sparklers will cause the MFS "call out fee" to be charged to your account.

Security

Additional security is available at \$50 per hour per security guard.

Cancellations

In the unfortunate event of a cancellation, the following will apply;

- All deposits are non-refundable
- Cancellations must be received in writing by all parties concerned
- Any cancellation within 2 weeks of the function date will be charged the full price for the function as per the Event Order, or as agreed by Management
- Cancellation of up to 2 weeks prior the function date will result in deposit being forfeited and all monies paid to date being retained by the venue

Cancellations during peak periods may incur further charges due to loss of business. All cancellations after deposit has been received will incur a \$100 administration fee.

Responsibility

The client will be responsible for any damages / breakages to, or sustained to the Glenelg Pier Hotel and / or equipment owned by, or sub-hired by the Glenelg Pier Hotel, by the client, invitees, external suppliers or any other persons attending the function, as determined by Management. The Glenelg Pier Hotel will not accept any responsibility for any loss or injuries or death sustained by any person as a result of equipment installed at the venue by the venue or by the client or parties acting on behalf of the client.



Patrons utilize the facilities at their own risk. The Glenelg Pier Hotel accepts no responsibility for any goods or gifts at the function or any goods or gifts left behind at the conclusion of the function.

Hotel Management reserves the right to exclude or eject any or all objectionable persons from the function and / or Hotel without liability and to cease or close down any function if;

- Misleading information is supplied upon booking
- The law or governing body acts / requirements are caused to be in breach by a guest or attendee of the function
- If any inappropriate behaviour occurs towards other customers, general public, staff or any other Hotel representatives

This may also cause your security deposit to be withheld (if applicable). Further charges may also apply due to damage or loss of business.

If the contact on the day is different to the client (organizer), it is the clients responsibility to communicate these terms and conditions to the alternate contact person/s and guests attending.

Setup and Changes

A \$195.00 set up fee is applicable to all private events and will be included in your Event Order.

Setup is to be confirmed by the client 14 days prior to your event taking place. If a major change to event setup is required that is different to the final event order and/or floor plan provided, on the actual day of an event, or less than 48 hours notice has been given to Management, a minimum room alteration charge of \$100/room is applicable. Examples are, but not limited to: changes to room setup and chair/table configuration or moving entirely to an alternate function room. Additionally, any task required and performed by our staff outside of their normal duties will incur a labour charge. Final pricing is subject to Management and may be more per room / operation undertaken.

Cleaning & Breakages

General cleaning is included in the cost of the function. If cleaning requirements following your function are judged by Management as excessive, additional cleaning charges will be incurred.

Confetti, table scatters, glitter cannons, smoke machines, dry ice and rice grains are not permitted in the function rooms at any times. Certain flower petals may be used at the discretion of management. This needs to be negotiated with your meetings and events coordinator before your function.

The client will be held responsible for any breakages or damage to any Glenelg Pier Hotel property.

Noise & Alcohol Consumption Outside

From 12am, no patron is to be outside on the ramp/balcony area, this includes for smoking. The door must be closed from 12am. At any point in time, staff can request that patrons are not to use the balcony/ramp area for drinking and/or smoking.

Extension of Room Hire

Due to changes to the industry award in January 2015, all events extended past midnight will incur the following surcharges: Friday \$300p/hr, Saturday night \$500p/hr.



Prices, menu, room allocations and terms & conditions are subject to change without notice.

Day of Function: _____ Date of Function: _____

Name/s: _____

Address: _____

Day Time Contact Telephone: _____ Mobile: _____

Email Address: _____

Number of guests: _____ Colour Theme: _____
(If table runners are included in your package, these still need to be confirmed 2 months prior to your event date)

Start Time: _____ Finish Time: _____
(5 Hour duration unless otherwise specified in writing by Glenelg Pier)

Menu: _____

Beverage Requirements: _____

Special Dietary Requirements: _____

Additional Equipment Required: _____

Credit Card Details (for security purposes and any incidentals incurred at the event)

Card number: _____ Expiry date: ____ / ____

Card Type: _____ Verification code /pin: _____

I, _____ (client) hereby agree to the agreement and conditions as stated within this document.

Signed: _____

Date: ____ / ____ / 20

Print: _____

We thank you for your booking and look forward to making your function a memorable event.