



Function Bookings at The Oriental Hotel

Terms and Conditions:

These Terms and Conditions must be read and agreed to prior to confirming your function booking.

BYO:

No food or drink may be brought into functions, the only exception being celebration cakes.

Access:

All downstairs function spaces are fully accessible via the front of the building.

Access to the upstairs function room & balcony is available via stairs only. Unfortunately, due to the venue being a heritage building, there is currently no disabled access to the upstairs function room.

Deposit:

A deposit of \$200 or 20% whichever is the greater is required to secure the function space. The deposit will be deducted from the total function cost at the end of the function.

Cancellation:

Any cancellations must be made in writing and confirmed by the Oriental.

Cancellations received more than 30 days prior to the function date will receive a full refund.

Cancellations received more than 14 days prior to the function date will receive 50% of the deposit.

Cancellations made less than 14 days prior to the function date will not be entitled to a refund of the deposit.

Client Responsibilities:

The client is expected to conduct their function in a legal and respectable manner and is responsible for the conduct of its guests and invitees. The client will be charged for any damage that occurs to the restaurant, the property, or its staff. Please also note that in line with Australian legislation relating to responsible service of alcohol, the Oriental management reserve the right to terminate a function, refuse service to any guest deemed intoxicated, or take responsible action to assist any intoxicated guest from the premises.

Minors must be supervised by an adult at all times.



Confirming Final Guest Numbers:

The Oriental requires that final guest numbers be confirmed 72 hours prior to the function date. This number can be decreased or increased however the number confirmed at 72 hours prior is the minimum amount that will be charged, any increase to this minimum number must be paid for at the completion of the function.

Early Access and Decorations:

The Oriental will make early access to the agreed function space available one hour prior to the commencement of the function for any decorations and other set up. If early access is required, the Oriental requires a minimum of 72 hours' notice to ensure that all necessary arrangements are in place for you to be able to have access to the space. All decorations are the responsibility of the customer.

Nothing is to be nailed, screwed, stapled, or adhered to the venue without the prior approval of the Oriental manager.

Entertainment:

Entertainment for functions may be booked through the Oriental manager.

Final Acceptance of Function Booking Requests:

The Oriental reserves the right to accept or not accept any function booking request.

Hiring of Equipment / Extra Requirements

The customer is responsible for any external hiring of equipment and is to be paid for by the customer. Prices quoted do not include any floral or table decorations, music or entertainment, photography or audio visual requirements. However we can gladly assist you in recommending professionals to contact.

Music / Entertainment / Noise Levels

Regulations are in place with regards to noise levels, music, and entertainment. We reserve the right to lower noise levels if it results in disturbing other venue patrons or local residents.

Payment

Final payment and all payments owing must be made on the night of the function, on completion of the function. Please note that the Oriental does not accept personal cheques as balance payment for the event. All prices are given as a guide only and vary according to the number of guests, date of the function and overall catering & beverage requirements.



Start and Finishing Times

The customer agrees to adhere to the nominated start and finish times for the function. Lunch functions must finish by 4.30pm unless a prior arrangement has been made.

A charge of \$200 per hour or part thereof will apply should your function extend past midnight unless otherwise prearranged prior to the function commencing. This cost is a general staffing charge and does not cover other costs such as drinks, food, and all other services.

Please note that functions held on the upstairs balcony are required to finish by 10pm so as to not disturb guests staying in our accommodation rooms. After 10pm groups are welcome to continue the function downstairs.

Refusal of Alcohol Service and Removal of Guests from the Premises

Management reserve the right to stop the service of alcohol to any function guest at any time in accordance with responsible serving of alcohol policies and licensing arrangements. Guests who display what is deemed to be inappropriate behaviour at any time may be asked to leave the premises.

Room Hire & Exclusive Use

There is no separate charge for room hire. Should you require exclusive (private) use of a function space there may be a minimum spend or minimum numbers required. Bookings for the Dining Room during lunch or dinner service have a minimum spend of \$20 per person from the function menu.

Please discuss your requirements with the venue manager.

Damage or Loss

We assume no responsibility for the loss or damage to any property belonging to the client or their guests. The client is financially liable for any damage sustained, or loss incurred, to Oriental Hotel property, fixtures, or fittings, whether through their own or through actions of their guests.

The client is responsible for delivery and collection (within 24 hours) of any external props/equipment.