

TERMS & CONDITIONS – THE COVE HOTEL BOOKINGS

- 1. Tentative Bookings** – A deposit is required to hold your booking date. This will be charged at a rate of \$10 per person. Until deposit is made and the below signed, the time and space may be given to another person.
- 2. Confirmed Bookings** – Your booking will be considered confirmed once your deposit has been paid, and the Terms and Conditions form has been completed and returned to venue.
- 3. Function Cancellations & Refunds** – Any payments made towards your function will not be refundable in the 7 days prior to your function, except in extreme circumstances at the Hotel's discretion. Refunds will not be available where members of your party do not show up, except in extreme circumstances at the Hotel's discretion.
- 4. Finalisation of Bookings** – Full payment for food, menu selections, and final numbers are required at least 7 days prior to your function. In the case of a Cocktail Function, full payment for food and beverage is required.
- 5. Brasserie Room** – When dining in the Brasserie Room and ordering from our Brasserie Room menu's we waive the room hire fee. Should you wish to dine in the Brasserie Room and order from our Bistro menu this will incur a room hire fee of \$250 Monday-Thursday, and \$500 Friday-Sunday. Corporate groups may hire the Brasserie Room for meetings for \$200.
- 6. The Wine Room** – The Wine Room is available for hire Sunday-Thursday for groups of 20-40 people ordering from our Cocktail Menu.
- 7. The Cove Hotel practices Responsible Service of Alcohol** and our staff reserve the right to refuse service to anyone based on RSA laws, anti-social behavior, or for any other reason at the Hotel's discretion. Guests deemed to be intoxicated will not be allowed to remain on the premises.
- 8. Decorations** – No items are to be stuck to walls and glitter/confetti is prohibited.
- 9. You shall be responsible** for the Hotel's costs of any repairs or replacement of any furniture, equipment or landscaping damaged by your guests.
- 10. Additional Food and Beverage** – No outside food or beverages are to be brought into the hotel, with the exception of a cake. A \$10 cakeage fee will be charged, except for Cocktail or Brasserie room packages.
- 11. Dietary Requirements** – All dietary requirements must be clearly stated when finalizing your booking. Our head chef will be happy to discuss options with you.
- 12. You must ensure your guests comply** with all laws, including OHS and liquor licensing laws, and comply with all directions from the Hotel's staff.
- 13. The Hotel will not be responsible** for any damage or injury to any person or property unless caused by the Hotel's recklessness. The Hotel is not responsible for the security of guests' property. Goods left after a booking without prior agreed arrangements may be donated or discarded by the Hotel.

Name: _____

Phone: _____

Email: _____

Date Booked: _____

Time Booked: _____ Numbers Booked: _____

Menu Selected: _____

Area Booked: _____

Menu Items: _____

Special Requirements: _____

I _____ acknowledge that I have read and understood the terms and conditions and that I comply with these conditions.

Customer Signature _____ Date _____

Manager Signature _____ Date _____

