



TERMS & CONDITIONS

CONFIRMATION & DEPOSIT

Payment of a \$300 deposit is required to confirm any function. If the deposit is not received within two days of booking, the Castle Hotel reserves the right to cancel your booking without further notice or liability. The minimum deposit will be \$300 and is non-refundable from sixty (60) days prior to your function.

PAYMENT OF ACCOUNTS

Final payment must be received at the conclusion of the event. Payments can be made by cash, eftpos or credit card. Cheques and direct deposits are accepted only when received five (5) days prior to the function. If transferring, please send us a remittance payment to functions@thecastlehotel.com.au to avoid any inconvenience on the night. Guarantee of payment: The contract signatory is personally liable for payment in full of all monies owing to The Castle Hotel. Where the invoice has been addressed to another person, company or entity, personal liability remains the responsibility of the contract signatory. Credit card details will be required for all function bookings to act as a security bond.

PAYMENT METHODS

Direct deposit can be made to the following Account: TASS GROUP P/L
Branch# NAB
BSB # 083-376 ACC # 15 135 5773

POSTPONEMENT

Unless prior arrangement is made with The Castle Hotel, the cancellation terms and notice periods as noted above will be applicable in the event of postponement notification.

CANCELLATIONS

In the event of a cancellation, the following terms will apply: All cancellations or postponement notifications must be made in writing tfunctions@thequarryhotel.com.au. If a cancellation is made sixty (60) days or more prior to the function date, no cancellation fee will apply, and the full deposit will be refunded. Any cancellations made between seven (7) and thirty (30) days prior to the function date, 100% of the deposit will be retained and a cancellation fee adding to the room's minimum spend will be charged out.

FINAL ATTENDANCE

We request a guaranteed final number of guests attending your function no later than five (7) days prior to your function. This will be the minimum number of guests you will be charged for. Numbers will be charged to your guaranteed figure or actual numbers attending the event, whichever is greater.

DIETARY REQUIREMENTS

Any special dietary requirements of your guests must be advised when confirming final numbers at least seven (7) days prior to the function. The Castle Hotel cannot accept dietary changes on the day of your function, as a suitable substitute may not be readily available.

MENUS

If due to unforeseen circumstances (e.g.: supplier shortages) The Castle Hotel is not able to provide the agreed menu or services, The Castle Hotel reserves the right to adapt the menu and/or services

CAKAGE

Please note a fee of \$40 will be charged to serve cakes/ biscuits/cupcakes/candy brought on premises.

VENUE HIRE MINIMUM SPEND

The Castle Hotel requires a minimum spend of \$ 1000 (upstairs function room), Wreckyn bar room (\$600), Courtney room (\$1500) on beverages unless differently specified and approved by function manager. Exclusive venue hire booking available. Price on application, please speak with your coordinator.

UNFORSEEN CIRCUMSTANCES

In the event that the venue cannot be made available to you on the date of your booking by reason of fire, interruption of electricity or gas supply, plan or equipment failure, industrial disputes, or any disruptive force of nature or other unforeseen contingency or accident, The Castle Hotel reserves the right to cancel or change the date of your booking and shall not be held liable for any loss, damage or injury suffered by you.

SECURITY

All functions with amplified music (iPhone, band, DJ) must

account for security guards to be employed by the Castle Hotel only, at the cost of \$275 per guard or \$400 per 2 guards. Please note, 60-120 guests require one guard; 120 or more may require 2 guards. It is also mandatory that all events such as Bucks nights, Hen's nights and 21st birthday parties account for at least one security guard.

THIS COST DOES NOT FORM PART OF THE MINIMUM SPEND

OBLIGATIONS

Obligations under the Liquor Control Reform Act and Regulations (as amended from time to time), all functions at The Castle Hotel are to conclude by 12.00am for functions held on Monday through to Thursday and by 1.00am for functions held Friday through to Saturday. Sunday functions are to conclude at 11 pm. All music must be reduced to a reasonable level after 11.00pm as determined and advised by The Castle Hotel. You are responsible for advising any bands or DJ's that may perform at your function of the requirements.

DAMAGE TO PROPERTY & NUISANCE

You will be responsible for and indemnify The Castle Hotel against any loss or damage sustained to The Castle Hotel's property and/or fittings during your function. You will be charged for any necessary repairs, labour, or replacement. Nothing is to be nailed, screwed, stapled, or adhered to any wall, door or other surface or part of the building. The Castle Hotel must approve any signage used. You must not permit anything to be done to the venue, which may be or become a nuisance or annoyance to the surrounding neighbours; neither must any unauthorised persons be permitted to enter the property.

DAMAGED PROPERTY

The Castle Hotel will not accept responsibility for damage, or loss of your property left on the premises prior, during or after the function. This including hired equipment left prior, during or after a function. The signatory/ i.e., is/are financially responsible for any damages to The Castle property and hired equipment brought in by clients, guests, or outside contractors prior to, during or after a function. Clients should arrange their own insurance.

CLEANING

Light general and normal cleaning is included in the cost of your function. Client will be charged for any necessary substantial additional cleaning if required following your function.

PRICING

The menu and beverage pricing options are current as at the time of quotation and subject to change without notice. Prices are inclusive of GST

INSURANCE

The Castle Hotel maintains insurance over its own plant, equipment and chattels and has the appropriate public and product liability insurance. Should the Client bring or supply any of their own items to a function then they will be responsible for their own insurance coverage for such items.

SMOKING

The Castle Hotel is a non-smoking venue. Provision is made for smokers in designated areas outside the front of the venue on Wrekyn st. No smoking is permitted in the beer garden, in the alley way or on Courtney Street. Clients are asked to ensure that their guests dispose of their cigarette ash/butts and matches thoughtfully, using ashtrays provided. Any damage sustained to the Castle Hotel from non- compliance with our smoking policy will be charged to the Client.

CONSUMPTION BEHAVIOUR

It is illegal to serve alcohol to any person who we believe to be intoxicated and The Castle Hotel reserves the right to refuse the supply of alcohol to such persons. The Castle Hotel promotes the responsible service of alcohol and reserves the right to ask intoxicated or disorderly patrons to leave the premises at any time. It is illegal to serve alcohol to any person/s under the age of eighteen (18) years and The Castle Hotel

reserves the right to request suitable identification to prove this before serving alcohol to guests. Minors are permitted on premises if accompanied by a guardian/ parent.

DESIGNATED TIMES

You agree to begin the function and vacate the designated
function space at the scheduled times agreed with your coordinator