**FUNCTION BOOKING**

**CONTACT DETAILS**

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Organisation** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_

**AREA REQUIRED**

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Beer Garden (outside only) - $165 Beer Garden (full) - $330

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Can Bar Area - $330 Full Arena – POA $\_\_\_\_\_\_\_\_\_\_\_\_

 **DETAILS**

**FUNCTION DETAILS**

**Occasion** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Function Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Time (start/finish)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Number of Guests**\_\_\_\_\_\_\_\_\_\_

**Platters** (for 8 to 10 people) **Total Platters - $ \_\_\_\_\_\_\_\_**

Antipasto $ 90 = \_\_\_\_\_\_\_ \* Fisherman’s Platter $110 = \_\_\_\_\_\_\_ \* Meat Eaters $120 = \_\_\_\_\_\_\_\_ Oriental Platter $ 90 = \_\_\_\_\_\_\_ \* Mixed Slider $110 = \_\_\_\_\_\_\_\_ \* Party Plater $ 80 = \_\_\_\_\_\_\_\_\_ Vegetarian Platter $ 90 = \_\_\_\_\_\_\_\_

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**Alternate Drop - $30 per person** ($15 for 15 to 3 /under 3 free)(circle two)

Angus Rump Steak (c/s or veg) – Saltbush Lamb Rump – Maple Pork Belly – Chicken Caesar Salad Stuffed Field Mushroom (V) – Caesar Salad (V) **Total $ \_\_\_\_\_\_**

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**Hot Carvery - $30 per person** ($15 for 15 to 3 /under 3 free)(circle two)Roast Beef \* Roast Pork \* Baked Ham. \* Roast Chicken \* Corn Beef **Total $ \_\_\_\_\_\_**

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**Aussie BBQ - $35 per person** ($17.50 for 15 to 3 /under 3 free) **Total $ \_\_\_\_\_\_**

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**Texas BBQ - $40 per** ($20 for 15 to 3 /under 3 free) **Total $ \_\_\_\_\_\_**

**Add a Dessert to your package - $5 per person.** (circle two). **Total $ \_\_\_\_\_\_**

Vanilla Bean Panna Cotta. \* Chocolate & Raspberry Mouse \* Apple Crumble w’ Custard

Sticky Date Pudding w’ Butterscotch Sauce & Custard

**Bar Tab** (circle) \* Soft Drinks \* Beer \* Wine \* Spirits \* - Limit $ \_\_\_\_\_\_\_\_ **or Cash Bar**

**Bar Staff $50 p/h \_\_\_ Security $55 p/h \_\_\_ Mechanical Bull (min 2hrs) $330 \_\_\_**

**Other Requirements \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FUNCTION TERMS & CONDITIONS**

**Booking, Confirmation & Payment:** Bookings will be

considered tentative & held for a maximum of five (5)

days until the Booking Form is completed, signed and

returned in person, by fax or email, a deposit of the area fee (or deposit agreed by management) has been made

**and credit card details are given**.

**Cancellations** that are made four (4) weeks in

advance will receive a full refund. Any cancellations

made less than four (4) weeks in advance will forfeit

the deposit and will receive a refund on all other

payments made. Cancellations made less than seven

(7) days in advance will forfeit all monies paid for

deposit and food.

**Final payment**: The Great Western Hotel will accept

cash, credit card or EFTPOS for all payments in

advance or on the day of the event. A credit card will

need to be provided at the beginning of the function,

and kept until the account is paid in full. No personal

cheques will be accepted. Credit card details given

when booking was secured may be used if any costs

remain after the conclusion of the event.

**Food selection** and full payment for food items is

required no less than seven (7) days prior to the

event. Beverage payments can be made in advance

or at the completion of the event.

**Final numbers** for your function need to be

confirmed seven (7) days prior to the event.

**Length of functions** will be determined before the

event and in conjunction with the trading hours.

In some cases, there will be bookings after one

another, in these instances’ guests are required

to vacate the area one hour before the second

scheduled function commences.

**Damage:** The client will be accountable for any loss or

damage which is caused to the Hotel by any guests of

your function. Credit card details given when booking

was secured may be used if any costs involved.

**Music:** Depending on the space booked for the

function there may be a variety of music options

available. The volume of the music is at the manager’s discretion and in accordance with our Licencing requirements.

**Decorations** and theming are at the function coordinator’s discretion. Please note that any decorations left at the end of a function will be disposed of, unless otherwise stated in writing by prior arrangement.

**Cake**: Guests are welcome to bring their own cake.

We will store it and take every care however we can

accept no responsibility to any damage that may

occur. We will provide you with a cake knife, plates & serviettes free of charge. Cakes left will be disposed of.

**Dress Regulations** do apply. Minimum requirements

are smart casual wear.

**Smoking** is only permitted in designated areas.

**Prices** and selection of beverages, meals and

platters are subject to change.

**Minors** are only permitted in certain areas of the hotel

and certain function areas until 10pm. As part of hotel Licensing minors may only be in authorised areas

and must be accompanied and in the immediate

presence of a Responsible Adult (parent or Legal

Guardian) always. The attendance of minors

under the age of 18, babies and infants must be

approved by management prior to the function.

**18th Birthday Parties**: By application

**Security Guards** will be required for some functions

and costs will incur. 21st birthdays require one guard

per 50 guests at a cost of $55 per hour. Security costs

are subject to change.

**Minimum spend** and room hire charges may be

applicable.

**Accuracy of Information:** When booking a function

it is the host’s responsibility to give accurate details

in relation to the type of function and its guests. If a

guest falsifies information or a function is booked on

forged pretences The Great Western Hotel reserves the

right to cancel that function without notice and at the

expense of the guest.

I have read the terms and conditions stated above

and understand that it is a legally binding contract

and that the hotel reserves the right to refuse entry

without exception.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated

**RESPONSIBLE SERVICE OF ALCOHOL AND COMPLIANCE**

**The Great Western Hotel** is always committed to the responsible service of alcohol. The Great Western and its licensee assumes responsibility for all persons in the hotel and reserves the right to refuse entry, refuse service or remove any person that management feels is in any way behaving contrary to what is deemed acceptable by the approved government bodies or house policy. Under no circumstances will any persons who are intoxicated by alcohol or any other substance be allowed entry or permitted to stay on the premises.

If person is asked to leave the premises and refuses to do so, management is required by law to notify the police immediately and that person may be subject to fine for ‘failure to quit a licensed premise.

Any persons involved in criminal activity such as violence, sale or use of prohibited drugs or possession of weaponry will be turned over to the police immediately without hesitation.

No compensation will be afforded to any member of the function or its host if a member of the function is

refused entry, refused service or removed from the premises.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ understand the responsibility of the hotel and I have in relation to enforcing the responsible service of alcohol and understand that I will not be compensated for any financial loss due to the behaviour of my guests.

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Signed

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Dated

**TOTAL COST**

**PAYMENT DETAILS**

 **(Deposit is required to secure bookings)**

Food $\_\_\_\_\_\_\_

Beverage $\_\_\_\_\_\_\_

Area $\_\_\_\_\_\_\_

Other $\_\_\_\_\_\_\_

TOTAL COSTS $\_\_\_\_\_\_\_

Deposit $\_\_\_\_\_\_\_

AMOUNT $\_\_\_\_\_\_\_\_\_\_\_\_\_

CARD # \_\_\_\_\_\_-\_\_\_\_\_\_\_-\_\_\_\_\_\_\_-\_\_\_\_\_\_\_

Expiry: \_\_\_/\_\_\_ CCV: \_\_\_\_\_\_

or DIRECT DEPOSIT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Name: GWH Rockhampton

BSB: 014-690 Account No: 2895-22271

\*Please use your Surname in the description field and email remittance advice to: info@greatwesternhotel.com.au