

TERMS & CONDITIONS

Reservation & Confirmation:

The Ambassadors hotel will tentatively hold your booking for 48 hours after which payment of the room hire will be required to secure and confirm the booking along with returning a signed copy of the Function Reservation form. Should the deposit not be received within 48 hours the management reserves the right to cancel the booking & allocate the venue to another client.

For sit down dinners a deposit of \$10 per person is required at time of confirmation. Should you advise us of higher or lower number of guests when confirming your final numbers this deposit will be adjusted to reflect your final numbers and any amount overpaid will be credited to your total function account.

Final Numbers:

Final numbers are to be confirmed 7 days prior to any function; this number will represent the minimum number of people you will be charged for. We will do our best to accommodate increases in numbers but can not guarantee this will be possible.

Payment:

Payment must be received in full at the conclusion of your event. Cash or credit cards are accepted. Company cheques may be accepted by prior arrangement.

Cancellation:

Cancellations made over 90 days prior will receive full deposit refunded; between 90-60 days 50% of the deposit will be refunded. We regret to advise that we are unable to refund deposits for cancellations with less than 60 days notice. All cancellations must be received in writing to functions@ambhotel.com.au

Room Hire/Minimum Spend:

Room hire may be payable, please see our full terms & conditions for further information or discuss with our functions coordinator. Should your function not meet the minimum spend requirements we regret to inform you that you will be responsible for paying the shortfall to ensure the minimum spend is met.

Responsible service of alcohol:

A minimum of \$8 per head is required to be spent on food with any beverage package purchased. Should spirits be included in a bar tab/package please note that they will only be served with a mixer i.e. no shots and only single serves will be served.

Please be aware that although we wish for your guests to have a wonderful time at your function we are bound by legislation regarding the responsible service of alcohol and this will be strictly enforced. Any guests who are intoxicated or behaving in an irresponsible manner will be asked to vacate the premises.

Minors:

Guests under 18 must vacate the licensed area before 12am in accordance with licensing law. All minors must between the ages of 12-17 must be identified to the hotel management and will be required to wear a coloured wrist band to ensure they are not served alcohol. Please ensure that you inform all guests to make sure that they bring a suitable form of proof of age identification.

Dietary Requirements:

We can cater for most dietary requirements including Gluten Free, Vegetarian & Vegan. Please inform us 7 days prior to your event of any dietary needs.

Food and Beverage:

Only food and beverage purchased from Ambassadors Hotel is to be consumed at your function (other than special occasion cake.).

BYO bottled wine may be permitted upon prior arrangement with your function supervisor, corkage is charged at \$15 per bottle.

Cake:

You are welcome to bring your own cake to your event or we can arrange one on your behalf. All cakes must be delivered by a HACCP recognised provider or the organiser must sign a waiver.

Cake-age Charges:

\$1 per person to be cut and served on a platter with napkins by our staff

\$2 per person to be cut & served by our team, includes crockery, fork & napkin

\$3 per person includes cream/or ice cream plus berry compote

Should you wish to serve your own cake a fee of \$30 will be charged to cover cleaning and rubbish removal. You will need to provide your own plates, forks and napkins.

Decorations:

No decorations are to be adhered to any wall or surface of the hotel without prior approval from the hotel. Please note only blue-tak is permitted to hold decorations in place and the placement of all decorations must be approved by your function supervisor. Table scatters, glitter, petals etc are not permitted, should this be ignored an excess cleaning charge of minimum \$100 will be added to your account. All decorations are to be removed at the conclusion of the function otherwise an additional cleaning charge will apply.

Cleaning:

General cleaning is included in the overall function package. Should the cleaning requirements after your function be deemed excessive an additional charge will be incurred and charged to the organizer's credit card.

Please note that we consider cleaning of vomit as an excessive cleaning requirement and a charge of \$50 will be payable per clean up.

Damage, Breakages & Theft:

Any damage and/ or excessive breakages are deemed the responsibility of the event organiser and will be charged to the organiser's credit card. The hotel will not be held responsible for the loss of any property from the event.

Entertainment:

Should you wish to provide your own music please bring your own IPOD, please note that we do not have CD facilities in the function rooms. We can provide a selection of lounge/chill out music for back ground music if you wish.

The hotel is happy to assist you with arranging DJ's, audio visual equipment or live music, please ask us for more details.

Security:

Security is recommended for all functions over 100 guests and is deemed essential for certain functions (ie 21st Birthday parties, 18ths and any events deemed necessary by our Function Manager). Security is charged at \$50 per hour. Only security guards hired by the Ambassadors Hotel are to be used.

Pricing & Menu Availability

Pricing and menu options are subject to change without notice. You will be informed of any changes as soon as they occur.

Event suitability

The Ambassadors reserves the right to refuse certain functions that are not considered appropriate. Please ask us for further information regarding your event suitability. 18th Birthday Parties may be accepted at the absolute discretion of the hotel management.

Off Site Catering

We are happy to provide platters for offsite catering. All cold platters, corporate lunch platters & desert platters are available. A minimum spend of \$100 is required for off-site catering plus a \$20 delivery fee in the CBD. A \$20 deposit is required for each porcelain platter or we can provide disposable platters. (A \$20 pick up fee will be charged to pick up the platters)

G.S.T

All prices displayed within this function package are inclusive of Good and Services Tax.