

hotel  
richmond

# Booking Form & Terms & Conditions

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Thank you for choosing Hotel Richmond.  
We look forward to welcoming you and your guests to  
our establishment.

## Client Details

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Company Name (if applicable): \_\_\_\_\_

Contact Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

## Function Details

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Event Title (for the signs / menu): \_\_\_\_\_

Day/Date of function: \_\_\_\_\_ Start/Finish time: \_\_\_\_\_

Approximate number of guests: \_\_\_\_\_

Accommodation required YES/NO: \_\_\_\_\_

*(please contact reservations for further details – 8215 4444 or [reception@hotelrichmond.com.au](mailto:reception@hotelrichmond.com.au))*

Comments / Additional Information: \_\_\_\_\_

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### First Floor

### Second Floor

### Basement Level

Lounge Area/ Reserved Area

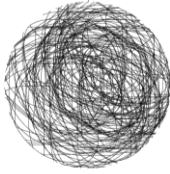
Balcony Room

Room of Requirement

Restaurant / Sit down

Green Room

**Exclusive Hire of First Floor**



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## Minimum Spend

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Minimum Spend Quoted: \$\_\_\_\_\_

Room Hire Quoted: \$\_\_\_\_\_

Increased Minimum Spend Quoted to have Room Hire Waived: \$\_\_\_\_\_

## Method of Payment

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### DEPOSIT PAYMENT METHOD

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

Direct Bank Deposit

Credit Card

Cheque

Cash

Hotel Richmond - ABN: 54 214 481 549

Bank NAB- BSB: 085-483 - ACCOUNT NUMBER: 18120 0641 - ACCOUNT NAME: Hotel Richmond

Use date of your function/booking as reference. Email copy of the remittance to the functions coordinator.

### FINAL ACCOUNT PAYMENT

**A credit card is required for all functions. If payment is not received at close of function remainder will be charge to credit card provided.**

**Credit card details**    **VISA**

**MasterCard**

**AMEX (2% surcharge)**

Card Number: \_\_\_\_\_

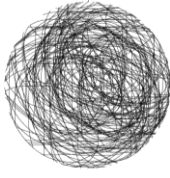
Expiry Date: \_\_\_\_ / \_\_\_\_

CCV: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please make sure you read and sign the Terms and Conditions, your booking will only be secured once we receive the booking form, signed terms and conditions and deposit.**



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## 1.0 Bookings

Bookings will be considered tentative for a maximum five (5) working days. However to confirm the booking a deposit must be paid to the hotel within five (5) working days of your tentative booking (by paying a deposit you accept the Hotel's terms and conditions).

## 2.0 Deposit

The deposit amount required to secure your booking will be advised by Hotel's functions coordinator.

## 3.0 Final Numbers

An estimate number of guests is required fourteen (14) days prior to your event. A guaranteed final number of guests is required seven (7) working days prior to your event. You will be charged for the guaranteed final number of guests or the final head count, whichever is greater. *Please note that there are no refunds available should there be a reduction in final numbers.*

### 3.1 **Exclusive Hire of First Floor**

A guaranteed final number of guests are required ten (10) working days prior to your event.

3.2 If the final number of guests is not confirmed by 4pm 7 working days prior to your event, the final number will be confirmed based on the numbers stated on the final Function Event Order, numbers indicated during planning or the final head count, whichever is greater.

## 4.0 Amendments

Any amendments made to the event, including cancellation, confirmation of number of guests, amendments to timing, and amendments to the food or beverage order must be received in writing. The Hotel Richmond will not be held responsible for delivery of services not received in writing.

## 5.0 Payment

Full payment for any outstanding amounts is required prior to or on the day of the function.

### 5.1 **Exclusive Hire of First Floor**

The total of the Minimum Spend and Room Hire must be paid in full 30 days prior to your event.

## 6.0 Cancellation

### 6.1 **Exclusive Hire of First Floor – Deposit is non refundable.**

6.1.1 If the exclusive function is cancelled thirty (30) days or less prior to the date, 50% of the total minimum spend and room hire will be forfeited/charged.

6.1.2 If the exclusive function is cancelled fourteen (14) days or less prior to the event, the total minimum spend and room hire will be forfeited/charged.

6.1.3 The full costs relating to a third party as agreed by the Organiser, which are not refundable at the time of cancellation will be charged.

### 6.2 **Balcony Room Bookings on SATURDAY NIGHTS – Deposit is non refundable.**

6.2.1 If the function is cancelled seven (7) working days or less prior to the date, the total cost of food and room hire will be charged.

### 6.3 **December Bookings– Deposit is non refundable.**

All booking deposits for the month of December are non-refundable.

6.3.1 If the function is cancelled seven (7) working days or less prior to the date, the total cost of food and room hire will be charged.

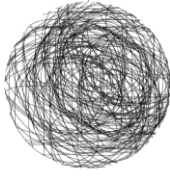
### 6.4 **All Other Bookings**

6.4.1 If the function is cancelled thirty (30) days or less prior to the date, the deposit will be forfeited.

6.4.2 If the function is cancelled seven (7) working days or less prior to the date, the total cost of food and room hire will be charged.

6.4.3 The Hotel Richmond reserves the right to cancel a function and return the deposit provided it does so outside of ninety (90) days of the function date.

Sign/ Initial: \_\_\_\_\_



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## 7.0 Force Majeure / Disclaimer

Should any act of God such as earthquake, fire, flood or civil disturbance prevent either the Organiser or the Hotel Richmond from carrying out their obligations under this Agreement, neither the Organiser nor the Hotel shall be liable for the non-performance under this Agreement. In the event the Organiser cancels for reasons of force majeure all deposits will be refunded, except the initial deposit.

**7.1** Hotel Richmond will not be responsible for any costs or compensation due to changed circumstances relating to force majeure.

## 8.0 Responsible Serving of Alcohol & Liquor Licensing Laws

The Hotel Richmond staff are trained in the "Responsible Service of Alcohol" and by law may refuse to serve alcohol to any person/s they deem to be intoxicated.

**8.1** Our staff are directed to check proof of age before serving any person who looks younger than 25 years old. If proof of age is requested by Hotel Richmond staff or security, valid identification must be supplied. Valid identification includes: valid South Australian driver's license, proof of age card or passport. If no identification can be supplied the guest will not be served alcohol and may be asked to leave the premises.

**8.1.1** MINORS. If minors are expected to attend the function, they must be accompanied by a parent or legal guardian. The Hotel Richmond must be aware of how many are expected to attend upon confirmation of final numbers. Upon arrival at the venue all minors must be promptly identified to the Responsible Person on duty. Minors will be required to wear a wristband for the duration of their stay on licensed premises. *Please note that it is the Organisers' and Parent or Guardian's responsibility to ensure that minors do not consume alcohol. If the minor is found to be consuming alcohol the Parent or Guardian and the minor will be required to leave the premises immediately. The Responsible Person will not hesitate in involving the police if necessary.*

**8.1.2** **Note that Minors are not allowed at all into the Basement level (Room of Requirement) as there are pokie machines at one end of the room.**

## 9.0 Damages

To the extent it is negligent, organisers are financially responsible for any loss sustained by The Hotel Richmond including damage to the premises, its fittings, equipment and grounds. The organisers of the function are also responsible for damage caused by their guests, outside contractors or agents prior to, during or after the event.

**9.1** General cleaning of the function space is included in the room hire however if additional cleaning is required a surcharge will apply.

## 10.0 Loss of Property and Delivery & Collection of Goods

Hotel Richmond will not accept any responsibility for any damage or loss of property left on the premises prior, during or after the function. This responsibility lies solely with the Organisers.

**10.1** Only upon prior negotiation with the Hotel Richmond may goods be left after the function for collection no later than two (2) working days after the event.

**10.2** All deliveries must be approved by the Hotel Richmond prior to the event. Deliveries must come attention to your hotel contact and specify the event title and date.

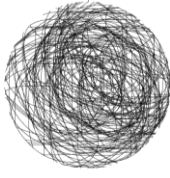
## 11.0 Security

The Hotel Richmond will determine whether security is required at your function. Security is charged at \$60.00 per hour, per security guard. Hotel Richmond reserves the right without liability to exclude or eject any or all objectionable persons from the venue.

## 12.0 Dress Code

Neat/casual dress standards apply at all times. Men: No singlets; collared shirts are preferred. Men & Women: no rubber thongs, steel capped boots, running shoes/sneakers, ripped, tatty or unlaundered clothes, sporting team colors or matching t-shirts for pub crawls or hens nights etc.

Sign/ Initial: \_\_\_\_\_



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## 13.0 Pricing

A surcharge will be charged for New Years Eve, Public Holidays and Special Events. Prices at time of confirmation are valid for six (6) months and thereafter may be subject to an estimated 5% increase.

## 14.0 Food & Beverages

Hotel Richmond does not allow external food and beverage onto the premises (with the exception only of the occasion cake).

**14.1** Final catering and beverage selection is to be confirmed AT LEAST 2 weeks prior to the function.

## 15.0 Smoking

The Hotel Richmond function room and restaurant are 'smoke free' environments. However the First Floor balcony and the Balcony Room Second Floor balcony can accommodate smokers.

## 16.0 Function Room Access

The Hotel Richmond can assist with decorations and equipment requirements. No charge will be made for use of the venue 1 hour prior and 1 hour after your function. Use of the venue on the day before or after the event will be charged at the full venue hire rate and may incur an increase in the minimum spend required. This is subject to availability of the room.

## 17.0 Decorations

**Hens Nights:** Please note that in public areas/lounge/restaurant there is no hen's paraphernalia allowed (e.g. straws, sash, veil etc), these are only allowed in the private function rooms.

**All Functions:** No scatters or glitter are allowed. \$200 cleaning fee will apply immediately if scatters or glitter are used.

## 18.0 The Client Responsibility

The client is required to inform all relevant persons involved in the organising of the function, whether colleagues or contractors, of these Terms & Conditions.

I HAVE READ THE ABOVE CONDITIONS AND UNDERSTAND THAT THEY FORM PART OF MY CONTRACT WITH THE HOTEL RICHMOND.

Client Contact: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_