

Function Hire Terms and Conditions

Definitions

Venue: Refers to The Gertrude Hotel, of 148 Gertrude St Fitzroy Vic 3065, a registered business of Pub Two Pty Ltd. ABN 30 127 839 856

Hirer: Refers to the person booking the function

Bookings

Bookings: Bookings are not confirmed until the Security Deposit is received by the venue. If there is more than one party interested in a particular date, venue management will advise the tentative interested and allow a 24 hour period to confirm the booking with a security deposit.

Security Deposits:

Upper Level Function Space \$200 Deposit - Minimum bar spend of \$1200 including food

Sit Down Dinner Parties 10% Deposit

Security deposits are required at least 45 days prior to the function date if not before to secure a date. Payment accepted: Cash, EFTPOS or Credit Card (Mastercard, Visa or American Express). Security deposits will be deducted from the hirers final account on the night of the function, should the minimum spend be met and after inspection of premise and property by management. Payment of the function is to be made in full at the conclusion of the function.

Cancellation:

In the event of booking cancellation less than 45 days prior to the function date, the hirer forfeits the Security Deposit Bond.

Upper Level Function

On confirmation of a booking, the upper level space including, bar, toilets and function rooms are exclusive to the hirer for the duration of the function. For function bookings over 60 guests the rooftop beer garden area is exclusive to the hirer until 11pm at which time the area will be closed in respect to our neighbours. Patrons will be asked to use Gertrude St outdoor area for smoking after this time.

Right of Refusal

When required, the venue will employ a security company to monitor the function.

If at any time during the function a patron in the space cannot be identified as a function guest, GERTRUDE HOTEL staff/security are to be notified and the patron will be instructed to leave the area.

THE GERTRUDE HOTEL adheres to all Victorian licensee laws and obligations

Management reserves the right to refuse service to or remove from the function premises any guest who displays unruly or intoxicated behaviour. Guests under the age of 18 must be under parent supervision and under no circumstances are permitted to consume alcohol. Management retains the right to refuse entry or service of alcohol to any persons under 18 years of age or who cannot provide sufficient photographic Proof of age.

Smoking

THE GERTRUDE HOTEL adheres to all current Victorian smoking regulations

There is to be NO smoking permitted inside the building. Smoking is permitted in the rear courtyard, the rooftop beer garden, and within the barrier areas of Gertrude and Napier Streets. Please use ashtrays provided.

Damage

Repairs for damages to premises and property caused by function guests will be the liability of the hirer. The cost for such will be professionally assessed and deducted from the security deposit. In the event that damages exceed the security deposit the hirer is liable and will be charged accordingly.

Audio Visual

The upper level function space caters for Ipods and DJ's. DJ's are to provide their own equipment including turntables, decks, cables and powerboards. Any alternative methods of audio should be discussed with management. Management reserves the right to control the volume of music at all times during the function.

The upper level function space has a flatscreen TV available for the hirers use, the screen has an output VGA cable for device input. The hirer is to supply the device for play ie; laptop, DVD player. These components should be tested by the hirer prior to the function.

There is a microphone and stand available for hirers use, please arrange this with management prior to the function.

Decorations

Arrangements for time to decorate or leave articles for your function space are to be arranged prior to the function with management. Please use blu tac only for adhering to the walls. Strictly no confetti style decoration.

External Catering

No food or drink (cakes excluded) are permitted onto the premise unless authorised by management.

Sundays are exempt from this rule as the hirer is permitted to cater for themselves. Hirers should be aware there is no heating facilities available. GERTRUDE HOTEL accepts no responsibility for food supplied by the hirer or a third party supplier.

Cakes

The hirer is permitted to bring their own cake into the venue. If the hirer requires staff to cut, serve and/or provide plates and cutlery this will attract a fee of \$35

Belongings

The hirer and guests are responsible for their belongings at all times during the function, should the hirer or function guests wish to leave belongings for storage, arrangements for collection are to be made with GERTRUDE HOTEL staff before leaving the premise. GERTRUDE HOTEL accepts no responsibility for lost or damaged personal belongings.

Function Booking Agreement

Function Date:	Function Start Time:	
Function Type:	Guest Numbers:	Venue Area:
Hirer Name:	Confirmation:	Venue Management Confirmation:
Hirer Phone:	Security Deposit Payment Date:	
Alternative Phone:	Security Deposit Payment Method:	
Hirer Email:		
Correspondence:	Catering Details:	
	orders are required 14 days prior to the event	
	Drinks Package Details:	
	selection is required 7 days prior to the event	
	Audio Visual Details:	
	Security Requirements:	

I have read, understood and agree to the function hire terms and conditions,

Signed by the Hirer

Signature:

Name:

Date:

Signed by Gertrude Hotel Management

Signature:

Name:

Date: