

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. Tentative bookings are only valid for 7 Days.

Security Deposits:

Upper Level Function Space Front Rooms - \$200 Deposit - Minimum bar spend of \$1000 including food

Full Upper Level Space - \$400 Deposit - Minimum bar spend of \$3000 including food

Group Sit Down Dinner Parties 25+ 10% Deposit per head

Security Deposit Payment accepted: Cash, EFTPOS or Credit Card (Mastercard, Visa or American Express). Security deposits will be deducted from the hirers minimum spend fees. Minimum spend fees are due before the commencement 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.

Fees

Upper Level Function Front Rooms - Min spend \$1000

On confirmation of a booking, the upper level Gertrude Street rooms and upper level toilets are exclusive to the hirer for the duration of the function. The upstairs Bar and Rooftop Garden will be shared by the public.

Full Upper Level Hire - Min spend \$3000

On confirmation of a booking, the upper level is exclusive to the hirer; including bar, rooftop garden and upstairs toilets.

All minimum spend requirement fees are due in full prior to commencement of the function.

Fee Payment accepted: Cash, EFTPOS or Credit Card (Mastercard, Visa or American Express).

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 digital devices with headphone capability 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 hirers use, the screen has an input VGA Cable/ HDMI Cable / MAC Converter. The hirer is to supply the device for play ie; laptop. These components should be tested by the hirer prior to the function. Audio is restricted to the input device speakers. There is a microphone and stand available for hirers use, please arrange prior to the event.

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.

Cakes

The hirer is permitted to bring their own cake into the venue. If the hirer requires staff to cut the cake and serve a canape 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 14 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: