

# MAWSON LAKES HOTEL

## *Private Function*

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### **TERMS AND CONDITIONS**

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#### **1. Availability**

If through circumstances beyond the control of the Mawson Lakes Hotel, the room hired becomes unavailable, the venue reserves the right to relocate the function to another room, within the premises. If the area can not be made available to the hirer on the requested date, due to industrial dispute, fire, flood or any other act of God, the Mawson Lakes Hotel shall not be liable for any loss, and/or injury suffered by the hirer, as a result of the unavailability of the venue.

#### **2. Bookings, Confirmation and Payment**

Any tentative booking made, must be confirmed within 14 days with a deposit and completed 'Terms & Conditions' form.

Confirmation of booking must be made by completing and returning the 'Terms & Conditions' form provided together with a deposit of \$500 within 14 days of the original reservation. The Mawson Lakes Hotel & Function Centre reserves the right to cancel the booking if the completed 'Terms & Conditions' form and deposit of \$500 is not received by the due date. Deposits can be made by cash, cheque, credit card or EFT.

Final payment is due 14 days prior to the function and must be paid in full. Payment can be made by Cash, Cheque, Credit Card or EFT.

Any extras required on the day of the function must be paid for at the conclusion of the function.

Confirmation of final numbers/attendance must be given to your function coordinator, 14 days prior to your function. The confirmed attendance numbers will be charged for - or whichever is greater on the day of the function. In the event that the final numbers decrease, the Client will not be entitled to a refund of any money's already paid.

#### **3. Cancellation of Booking**

All cancellations after deposit has been receipted incur a \$250 cancellation fee.

Cancellation of up to 2 months – forfeit deposit.

Any cancellation less than 14 days prior to the function will be charged full price for the function, or as agreed by Management.

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#### 4. Legal Obligations

The client will be responsible for any damage to or sustained to the Mawson Lakes Hotel & Function Centre by the client and their invitees, as determined by Management. The Mawson Lakes Hotel & Function Centre will not accept any responsibility for any injuries sustained by any person as a result of equipment installed at the venue by the client or parties acting on behalf of the client. We accept no responsibility for any goods or gifts at the function or any goods or gifts left behind at the conclusion of a function. The Management of the Mawson Lakes Hotel & Function Centre reserves the right to exclude or eject any or all objectionable persons from the function or Hotel premises without liability.

#### 5. Cleaning & Breakages

General cleaning is included in the cost of the function. If cleaning requirements following your function are judged by Management as excessive, additional cleaning charges will be incurred.

The signatory/ies of this agreement will be held responsible for any breakages or damage to any Mawson Lakes Hotel & Function Centre property.

#### **General Conditions**

##### **Menu**

Details of menu selections, dietary requirements and vegetarian options must be completed 30 days prior to the function in order for our Chefs to ensure quality and availability of foods and beverages selected.

##### **Smoking**

Smoking is not permitted anywhere inside of the Mawson Lakes Hotel.

##### **Food/Alcohol**

**Food and/or liquor are not to be brought in to the function room for consumption at the function.** Function Cakes are the only exemption to this clause and a \$45 cake service fee will apply.

By law, we are required to refuse the service of alcohol to excessively intoxicated persons. Management reserves the right to evict any intoxicated person from a function and the Hotel.

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To confirm your function booking, please sign and date this agreement and return to the Mawson Lakes Hotel & Function Centre with your \$500 deposit.

Sign: \_\_\_\_\_ Dated: \_\_\_\_\_

Name: \_\_\_\_\_  
Please print

Address: \_\_\_\_\_  
Please print

Contact telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

Number of guests: \_\_\_\_\_ Date of Function: \_\_\_\_\_

Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Menu: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Beverage Package: \_\_\_\_\_

Special Dietary Requirements: \_\_\_\_\_

Additional Equipment Required: \_\_\_\_\_  
\_\_\_\_\_

Dance Floor required at \$100 setup / hire: YES / NO (please circle)

*We thank you for your booking and look forward to making your function,  
A memorable event.*