

Terms & Conditions

Tentative booking - will be held for a period of 7 days only, after which time the space will be released.

Deposit - A minimum deposit of \$500.00 must be received within 7 days of the Tentative booking otherwise the date will not be secured. Functions over \$3000.00 require a deposit of \$1000.00

Guaranteed Numbers - are required 7 days hours prior to the function date and charges will be based on guaranteed numbers or actual attendees, whichever is greater.

Final Details - Menus, beverage arrangements, entertainment, and room set up, starting and finishing times must be confirmed 14 days prior to the function.

Function Cancellations - The Deposit is non-refundable.

Payment Terms – Preliminary payment of 50% of the total cost of the function must be paid 14 days prior to the function, and the balance on confirmation of final numbers 7 days prior. Room Hire may be charged.

Quotes- Quotes are based on estimated numbers given at the time of enquiry, should numbers or arrangements change from the original specifications quotes will be revised accordingly.

Menu Packages: - Menus and package prices are subject to change and all functions booked at least 6 months in advance will receive final package within this time. Clients will be notified of any upcoming change in the menu package or pricing structure.

Food and Beverage: No other food or beverage of any kind (other than Wedding Cake or bonbonniere) will be permitted to be bought in for consumption at the function by the organiser or the organisers guests. Adult Guests age 13 and above, Children ages 4-12 years.

Children are not permitted to roam throughout the hotel unaccompanied by an adult. Children are not permitted by law in the gaming room area at any time. No exceptions.

Advance Bookings- Functions booked more than 12 months in advance from date of enquiry will receive final package price 6 months prior to booking as prices & products are subject to change.

Commencement and vacating rooms - The organizer agrees to begin the function and vacate the designated function space at the scheduled times agreed upon.

Compliance - Clients will be responsible to ensure the orderly behaviour of their guests and the Hotel reserves the right to intervene where it sees fit.

Security – The Bridge Hotel will not accept responsibility for the loss or damage to any equipment or merchandise left on the premises prior to, during, or after the function. If additional security is required for the function, the client will incur this cost.

Damages - Clients will assume responsibility for all damages caused during the function by any of their guests attending the function, whether in the rooms reserved or in any part of the Hotel.

Liability - If the Hotel has a reason to believe that a function will affect the smooth running of the Hotel, its security or reputation, it reserves the right to cancel the function without liability

Gifts- Gifts are the responsibility of the client and no responsibility will be taken for the damage to or loss of gifts should it arise. All wedding gifts should be taken off the premises at the conclusion of the reception.

Displays - No items are to be attached, pinned or glued to the wall surface of any area of the Hotel without prior approval of Hotel Management.

G.S.T. - All quoted prices are inclusive of G.S.T.

Smoking: The Nepean & Mordialloc Rooms are strictly NON SMOKING. Smoking is permitted on the outdoor terrace area.

Terrace Doors in the Nepean Room must be closed by 10.30pm due to noise restrictions

Booking Form

Name of the Bride & Groom: _____

Address: _____

Email: _____

Contact Numbers: Mobile: _____

Bus: _____

Date of the Function: Day _____

Date _____

Times Required from _____

am/pm _____

to: _____

am/pm _____

Therefore, we require the venue for _____

hours. _____

Approx Numbers: Adults: _____

Children: _____

Entertainment: _____

Total _____

Please Note: Final Numbers Must be Confirmed no Later than 7 days prior to the function date.

Menu Chosen: _____

@\$ _____

per guest _____

Beverage Arrangements: _____

Additional Information: _____

Wedding Ceremony @ \$400.00 required: Yes / No _____

I acknowledge having received a copy of the general Terms & Conditions. I further comply with all respects of such conditions on acceptance of the application.

I acknowledge that the Bridge Hotel Function Rooms are a Non Smoking Venue.

Signature: _____

Date: _____

Credit Card Type: _____

Name on Card _____

Credit Card number: _____

/

/

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Expiry Date: _____

Deposit Amount: _____

EMAIL TO: function@doylesbridgehotel.com.au

FAX TO: 03 9587 5065

VISIT US ON FACEBOOK: www.facebook.com/dbhfunctions