

# Terms and Conditions



## **Booking Confirmation and Security Deposit**

Bookings are confirmed only on payment of the \$300 room hire and agreeing to the full terms and conditions. Tentative bookings unfortunately are not taken for our function areas due to high demand. The Wakefield Hotel does not cater for 18<sup>th</sup> Birthdays. The \$300 Security deposit will be collected at the start of your function - The total security deposit will be refunded on the following day (or Monday if your function has been held on a Saturday) providing that the venue has passed inspection for damage or excessive cleaning.

## **Cancellations**

In the unfortunate event that the function is cancelled, the room hire payment is non re-refundable and will be retained as compensation for lost business.

## **Confirmation of Numbers**

To enable us to correctly cater for your function, final numbers must be confirmed 3 days prior to the function. Numbers given at this time will be final and the hirer will therefore be deemed responsible to pay the full amount booked for.

## **Food Beverage and Menu Selections**

No food or beverages may be brought into the hotel for consumption (cakes excluded) Food orders must be confirmed 7 days prior to the function date. You are welcome to supply your own cake. If you are happy to plate it your self there is no charge. Alternatively our chef can plate it at a cost of \$2 per portion.

## **Responsibility**

Organisers are financially responsible for ANY damage or breakages sustained to The Wakefield Hotel and/or equipment owned by, sub-hired or supplied by the Wakefield Hotel, by the organiser, guests or any other persons attending the function. The Wakefield hotel will not accept any responsibility for the damage or loss of items prior to or after the function. Management reserves the right to stop or close down or deny any function if misleading information is supplied upon booking.

## **Inappropriate Behaviour**

The Wakefield Hotel reserves the right to expel any person or persons who behave in an objectionable manner. We also reserve the right to expel any one deemed to be intoxicated from the venue.

## **Minors**

Any guest under the age of 18 must be accompanied and supervised by an adult. All minors must be off premise by 10.30pm.

## **Payment of your account**

We require full payment for all goods purchased and/or hired prior to or on the day of your function. Payments can be made by cash, EFTPOS, Visa, MasterCard, Bankcard, Diners\* or AMEX\* Please note: a 2.5% surcharge will apply for AMEX or Diners. Personal cheques will not be accepted.

## **Decorations, Displays and Signage**

All clients are welcome to decorate the function area. Please confirm setup times with staff prior to function. Decorations are limited to table displays only NO DECORATIONS ARE TO BE APPLIED TO ANY WALL. Sorry no confetti, scatters, rice or flower petals. Organisers are required to advise the Wakefield Hotel of any displays, signage and /or decorations to be utilized at the function.

## **Music**

A 5 stack CD player and/or mp3 disc player is available for background music. You are welcome to bring your CD's, IPOD etc and the bar staff will play them for you. Access and control of the equipment is by the hotel staff only. Alternatively the hotel is licensed to have live entertainment or DJ. Please be advised management reserves the right to control volume levels of all music types in all functions to preserve the rights of other hotel patrons.

## **Closing Times**

Closing times may vary for your function and is at the discretion of management. All patrons are asked to leave in an orderly fashion when leaving the hotel.