

General Catering Information

Guaranteed Attendance The number of guests attending must be confirmed 72 hours prior to the function. You will be billed the guaranteed number or attendance, whichever is the greater. If we receive no guarantee of attendance, the number of guests expected on the function agreement will be used as the guarantee. The hotel is prepared to serve a number equal to 5% over the guarantee.

Method of Payment For all private and social functions, a deposit is required at the time of confirmation, with a full estimated prepayment due a minimum of 2 weeks prior to function. A credit card number is required for incidentals, and the final payment settled the day of the event. Deposits are non-refundable in the event of cancellation unless the space is re-sold.

Start and Finish Times Starting and ending times of all functions are to be strictly adhered to. The space is only booked for the time indicated. Setup and dismantling times are to be specified at the time of booking. Music must close at 1:00am.

Catering Exclusivity Due to Public Health Regulations, with the exception of wedding cakes, the hotel does not allow any food to be brought in from the outside. It will be the conveners' responsibility to have the wedding cake delivered as well as set up.

Function Room Assignment A more suitable function room may be assigned to your group should the number of guests and, or setup requirements change. Room rental will be charged accordingly.

Security The hotel does not supply security personnel or accept liability for any loss or damage to goods stored in the hotel.

Display Materials To avoid damage to wall coverings, we do not allow the use of tape, tacks or any other attachments for any posters, flyers or written materials, to the walls or doors without prior written consent from the hotel.

Shipping, Receiving, Storage All goods and equipment brought into the function rooms must be removed at the end of each day, unless prior arrangements have been made to reserve the room on a 24 hour basis.

Gratuity and Taxes All food and beverage is subject to fifteen (15) percent service gratuity. Applicable taxes are applied to the balance of your bill.

Prices All prices are subject to change without notice.

Alterations or substitutions to all food and beverage menus are negotiable. Any special request can be discussed with the food and beverage manager.