

THE CHARLES HOTEL

Functions Package



TERMS & CONDITIONS

- 1. Function Bookings:** Tentative bookings last for 7 days only. After the 7 days, bookings must be secured with the a deposit and these terms and conditions completed, signed and returned. If not, tentative bookings are removed. If either the deposit or this completed form is not received, management reserves the right to cancel the booking.
- 2. Confirmation:** Signed confirmation of all details (including menus and final numbers) is required, a minimum of 2 weeks in advance. Charges are based on these details.
- 3. Function Cancellations:** If management has reason to believe the function will affect the operations of the Hotel, its security or reputation; it reserves the right to cancel the function at any time without compensation to the client. If an event is cancelled by the client 28+ days prior to the event commencing, a refund may be processed at management's discretion, excluding the deposit charge. If an event is cancelled within 28 days of the event date, payment of fifty percent (50%) of the minimum spend is required and no refunds for deposit, part or full payments will be made. All cancellations must be in writing,
- 4. Payment:** Final payment of the minimum spends or all quoted items, whichever is greater, is required 7 days prior to the function. Any additional purchases made on the day of the function must be finalised before departure on that day. We accept cash, Bankcard, MasterCard, Visa and Amex. Cheques not accepted.
- 5. Compliance and RSA:** Clients are responsible for the orderly behaviour of their guests. Management reserves the right to intervene where it sees fit and/or exercise its right to refuse entry/remove guests from the premises. Responsible Service of Alcohol is company policy. Dress regulations are neat casual attire. Management reserves the right to terminate beverage packages/close the bar at their discretion. Management reserves the right to check ID on request. Any failure to comply will result in the guest being removed from the premises.
- 6. Licensing Requirements:** As part of our Hotel License, minors are permitted in the hotel function room for the duration of the event, whilst they are accompanied and in the immediate presence of a Responsible Adult (the Minor's Parent or Legal Guardian). A minor is defined by law as any person under the age of 18 years of age. This definition extends to babies and infants. Please note: The function bar closes at 11:30pm.
- 7. Photography:** Charles Hotel reserves the right to use images provided at any event held on premises for advertising purposes or social media marketing.
- 8. Insurance:** Charles Hotel will not accept responsibility for loss of, or damage to any belongings, equipment or merchandise left on the premises or other property in the venue prior to, during or after the event. It is the responsibility of the organiser to arrange their own insurance, for all items belonging to them for the period those items are in the venue, along with personal liability insurance,
- 9. Food and Beverage:** No food or beverage can be brought into the venue without prior approval from venue management. Food Allergies: Staff take all care, but we are unable to guarantee all dishes are completely free of residual nuts, oils, shellfish, or traces.

SECURITY

All functions above 50 people require a security guard to be present for the duration of your event.

Management reserves the right to remove any individuals/groups from the premises who do not comply with directions from venue staff, with no compensation to the client.

EXTRAS

In need of some extra elements to bring your party to life?
Contact any of our amazing suppliers for a personalised quote.

EVENT PHOTOGRAPHY/VIDEOGRAPHY

JYE TALBOT - AREA 55 MEDIA

. Jye's experience and flexibility is second to none!

FB - @area55media, IG - @area55media, WEB - area55media.com,
PH - 0434 625 874

BALLOONS - PARTY STYLING - PROP HIRE

BALLOON EXPRESSIONS

Balloon Expressions is your one stop-shop for all things balloons and parties!
Specialising in balloon installations, party decor and backdrops, the team at Balloon Expressions are the #1 choice in the Illawarra

FB - @balloonswollongong, IG- @balloonexpressions, WEB -
www.balloonexpressions.com.au, PH - 02 4228 4455

DJ / MC

MARCELLO MERCURI - FANDISCO SOUNDS

Marcello leads a versatile team who can provide the musical back drop for any occasion or style of music.

FB - @megagiuse, IG - @megagiuse, WEB - fandisco.com.au, PH - 0411 330 683

Food Options

Curry Puffs (VG, DF) \$35 for 20 pieces

Chicken Skewers (GF) \$50 for 25 pieces

Beef Party Pies \$35 for 20 pieces

Sausage Rolls \$35 for 20 pieces

Spinach and Ricotta rolls (V) \$30 for 20
pieces

Classic BBQ Wings (DF) \$40 for 20 pieces

Frank's Hot Wings (DF) \$40 for 20 pieces

Vegetarian Spring Rolls (DF, V) \$35 for 20
pieces

Prawn Twisters (DF) \$45 for 20 pieces

Salt and Pepper Squid (GFO) \$45 for Large
plate

Potato Wedges with Sweet Chill & Sour
cream \$25 for large plate

Hot Chips \$25 for large plate

Garlic Bread \$20 for 10 pieces