



Group & Function Bookings Terms & Conditions

Booking Conditions

A deposit of \$10 per person is required to accompany all bookings of 15 or more guests. All Christmas Luncheons & Dinners require a \$10 per head deposit to secure the booking.

Deposit

The deposit amount is \$10 per person required for 15 guests or more. Payment of a deposit represents confirmation of the booking. Payment of deposits can be made by cash, credit card or company cheque. All credit card payments made over the phone must be accompanied by the completed authorisation details below. Special events again may incur a higher deposit amount at a lower number of guests (eg. New Years Eve).

Final Numbers

Changes to final numbers are required 48 hours prior to the event and must be received in writing via fax or email. In the event of absence \$10 will be withheld from the deposit for each missing guest for A La Carte and/or Set Menu bookings.

Menu & Drinks

All menus, drink and finger food choices must be finalised no less than 7 days prior to the event.

Compliance

The organiser will conduct the occasion in accordance to Union Hotel policy and all other laws. Management reserves the right to exclude or eject any objectionable persons from the Union Hotel without liability.

Accounts

Organisers are welcome to run an account for beverage and food purchases throughout the function. This can only be facilitated through the holding of a personal or company credit card by The Union Hotel. The card holder accepts all responsibility for all charges associated with the account. Accounts must be finalised on the completion of the function.

Payment

Payment must be made prior to or on the day of the function unless authorised by prior arrangement with management. The deposit will be deducted from the final bill. Payment in lump sum is required for all bookings of 15 people or more (No Separate accounts). Cheques are not accepted unless prior agreement has been reached with management. The signatory below accepts responsibility for all charges resulting from their booking.

Cancellation

The Union Hotel will refund deposits provided cancellation is made a minimum of 14 days prior to the function date.

Invoice

If an itemised tax invoice is required it must be requested prior to the commencement of the function.

Beer Garden Bookings & Weather

All beer garden bookings are made at the organisers risk. In the case of poor weather, management will attempt to relocate beer garden bookings subject to availability. The Union Hotel is bound by liquor licensing laws which may on occasion prevent such a relocation. The Union Hotel reserves the right to cancel such an occasion without liability should this be the case.



Function Details:

Function Name: _____

Function Date: _____

Function Menu: _____

Function Guests: _____

Contact Person: _____

Contact Details: (Ph)_____ (Fax)_____ (Email)_____

- Itemised Invoice Required
- Deposit Invoice Required
- Credit Card Invoice Required

I have read and accept all the above terms and conditions and commit to the details of the function as recorded above.

Name: _____

Signature: _____

Credit Card Authorisation:

Name On Card: _____

Card Type: _____

Card Number: _____

Expiry Date On Card: _____

Authorisation Number: _____

Amount Authorised To Charge: _____

Signature of Card Holder: _____