TAMBURLAINE TERMS & CONDITIONS

****** Must be signed and returned with your deposit to ensure confirmation of your booking. ******

FINAL NUMBERS

Final numbers for functions must be forwarded fourteen (14) days prior to the commencement of the event. This is the minimum number of guests that will be catered and charged for.

CONFERENCE & FUNCTION CONDITIONS

- All functions to adhere to designated opening and closing times. No alcohol may be served after midnight (in accordance with licensing restrictions).
- Room hire is for a duration of six hours only (with the bar closing 30 minutes before the function finishes) An extra charge of $6pp for ½ an hour or $12pp for an hour apply after six hours.
- Only Tamburlaine wines to be served at events (no BYO).

PROVISION OF GOODS & SERVICES

- Clients are responsible for costs in ensuring set-up and breakdown of all function space.
- All deliveries to the Tamburlaine Lodge must be advised to the Event Manager prior to the delivery and must be delivered to the area booked.
- The Lodge does not have storage facilities, other than function rooms booked by the client. Goods left in the Lodge after the event, without prior arrangements will be deemed abandoned.

PRICES

The prices quoted will be confirmed in writing along with final function details. Every endeavour is made to maintain prices as printed, but these may be subject to change at Management's discretion. Please note that catering charges are subject to market variation.

A $10pp surcharge is charged for Sundays and public holidays.

PAYMENT: A credit card surcharge of 1.5% will be charged for Visa & M/card and 2% for Amex & Diners.

1. Deposit to secure your date is $1200 which also covers the Room Hire fee.
2. An invoice for 50% of the total account will be sent out using an estimate of guest numbers 1 month before the event and must be paid prior to the function starting.
3. The balance of payment is due no later than one week prior to the function. A credit card must also be left for any outstanding amount such as bar tab or last minute guests (no surcharge will be charged on this credit card transaction).

SAFETY

The property retains the right to adjust any set-up to ensure fire and safety codes are not breached. Any guest who enters the dam will be asked to leave the premises. The water is recycled and is NOT suitable for drinking or swimming.

RESPONSIBILITY

Should Tamburlaine be unable to provide the facilities reserved due to circumstances beyond our control, no further claim other than an entitlement to a full refund of any deposits paid may be made. We will endeavour to provide you with reasonable notice.

LOSS & DAMAGE

- The client shall remain responsible at all times for any loss or damage to the property of Tamburlaine caused by clients, guests and invitees; this includes any damage to artwork and excessive (as deemed by management) breakage of glassware.
- Although all care is taken to ensure the safety of guests' belongings, Tamburlaine cannot take responsibility for the damage or loss of any guest items. Insurance is recommended to cover relevant goods.

RESPONSIBLE SERVICE OF ALCOHOL

In accordance with the Liquor Licence Laws and the Responsible Service of Alcohol (RSA), Tamburlaine reserves the right to cease the supply of all alcoholic beverages to any guest who shows signs of intoxication and to close the bar and cease all service of alcohol before midnight or scheduled function close if staff feel it is necessary to abide by liquor laws and/or protect guests. Persons under the age of eighteen (18) years are not permitted to consume alcohol on Tamburlaine premises and must be in the immediate presence of their parent or guardian.

CANCELLATION OF EVENTS/CONFERENCES

- The deposit will only be refunded if we are able to re-book your date.
- Cancellations 31-60 days prior to event will incur loss of deposit plus 25% charge on the quoted total package.
- Cancellations 30 - 15 days prior to the event will incur loss of deposit plus 50% charge on the quoted total package.
- Cancellations within 14 days of the wedding will incur a payment of 100% of the total event requirements.*

* Event Requirements include all event Packages, Function Room Hire, Theming, Entertainment, Audio Visual, and other services offered by Tamburlaine.

Tamburlaine reserves the right to alter any of the above conditions.

ACCEPTANCE: **I, the undersigned, understand and accept the terms and conditions as outlined above.**

Deposit Paid **$** _____ **Date:** _____

Names: _____

Signatures: _____