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 - extra charges of $400 per hour(or part thereof) apply after six hours, as well as an additional beverage package charge of $7 per head.
- Only Tamburlaine wines to be served at events (no BYO).
- Art work exhibiting in the Lodge will remain on the walls and is not to be removed or tampered with.

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 10% surcharge on the food and beverage packages is charged for Sundays and public holidays.

PAYMENT

An invoice for the menu component of the function (or half the final cost if a 'Complete Package' option has been taken) will be sent out using an estimate of guest numbers 2 weeks before the event and must be paid prior to the function starting. The final payment (balance of all outstanding costs) is due no later than the Monday following the function and the payment agreement form must be completed and sent back with the menu invoice before the function.

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

All cancellations must be advised in writing.

- More than 120 days prior to the group's arrival date, all or part of the space reserved may be cancelled without any charge being incurred.
- Less than 120 Days prior to the event, the deposit is non-refundable.
- Late cancellations within 14 days of group's arrival date, or no show, will incur full 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: _____