

# Terms & Conditions

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While we make every effort to ensure that our patrons and function guests have a wonderful event at the Astor. We put the safety of our guests and staff first at all times.  
Please read carefully the terms and conditions of booking the Astor hotel.

## BOOKINGS

A tentative booking is only secured and confirmed once a \$300 deposit has been paid and completed booking confirmation form has been returned. Tentative bookings are held for five (5) days only, after which we reserve the right to re-book the room without notice.

A room hire charge of \$300 (except Pulteney Room \$100) or the difference between your spend & the minimum spend, whichever is the greatest in addition to your function charges **will be payable** if the minimum spend is not reached as agreed with management on the booking confirmation form.

## RESPONSIBLE SERVICE OF ALCOHOL

The Astor Hotel and its staff provide responsible service of alcohol at all times, for the safety of the staff & patrons of the hotel. Wine & spirits will only be served by the glass. We reserve the right to refuse service to anyone deemed to be unduly intoxicated.

**Minors must be off the premises by 11.50pm, with absolutely no exceptions.**

Any guest who is found to supply a minor or intoxicated person with alcohol will be removed from the premises without exception.

## SAFETY OF PATRONS & STAFF

We reserve the right to remove any individual who is unduly intoxicated or acting in an objectionable manner, close a function early if large numbers of guests are intoxicated or acting inappropriately, or posing a risk to others safety. Any patron who shows aggressive, intimidating or objectionable behaviour to any staff member will be removed from the premises immediately.

The Astoria Balcony access may be revoked during a function if management deems the noise levels to be excessive. If objects are thrown off the balcony, the balcony privileges may be revoked, the person removed and/or the function may be shut down.

## FINAL NUMBERS & REQUIREMENTS

Final numbers & food selection are required 10 days prior to your function, on which your function will be charged for with no exception.

Minimum numbers & spends apply to food and beverage packages.

All dietary requirements are required 10 days prior to your event. All guests must be catered for.

## CLEANING

General cleaning is included in your room hire fee. If extra cleaning is required, the organiser may be charged a fee. You will be notified within 24hrs of your function and invoiced with payment due within 7 days. **We do not permit the use of glitter, confetti or live candles.**

**Glitter, Confetti or Live candles are not permitted  
(\$100 cleaning fee will automatically be applied to your account without exception)**

## DAMAGES/THEFT

If damages are incurred, the function organiser is held solely financially responsible.  
Nothing may be adhered to the walls or glass with sticky tape.

If a guest is found to have damaged or stolen The Astor Hotels property, the organizer will be charged and in extreme cases, the appropriate authorities will be notified.

**Excessive glass breakages will be charged to the function organiser.**

## CANCELLATIONS:

Confirmed bookings cancelled before the event will forfeit their deposit.  
Bookings cancelled up to 28 days before the function will not be refunded.

Initials \_\_\_\_\_

## **AV EQUIPMENT**

We endeavour to help in any way that we can to organize audio visual set up for function organisers.  
However, all photos, videos and music **must** be tested prior to the event.  
We will not accept responsibility for problems arising from no prior testing.  
**All music, including DJ's must plug into our in-house system.**

## **SECURITY**

Security will be booked at management discretion, and in certain cases functions will be charged a fee to hire security. eg: 18<sup>th</sup> birthdays, buck shows.

## **GOODS/PROPERTY**

The Astor Hotel will not be held responsible for any goods or property on the premises before, during or after an event. The owner leaves their property at the Astor at their own risk.  
All property must be collected within 24hrs of the event.  
Management must be informed if goods are to be dropped off prior to your event.

## **18TH BIRTHDAYS & BUCK SHOWS**

Please contact the functions coordinator to discuss separate terms and conditions for these types of functions.

## **PAYMENT OF YOUR ACCOUNT**

Payment is required in full by the end of your function. We do not invoice for post payment, nor do we accept personal cheques without prior consent from management. Any additional charges for damage, theft or excessive cleaning will be invoiced 24hrs after the event & payment due in 48hrs. Please be advised that credit card payments will attract a surcharge on all function payments. Cash is welcome as an alternative payment, or prior direct debit payment.

**Payment not made in full on completion of function will forfeit deposit without exception.**

## **MINIMUM SPENDS**

Minimum spends may apply to your function, please contact our function manager.

## **AGREEMENT**

You accept that the Astor Hotel has a responsibility to its staff and patrons to provide a safe and secure environment, and that the Astor Staff will provide responsible service of alcohol without exception and have the right to refuse service to,  
or remove anyone who we believe is unduly intoxicated.

You also accept that we have the right to close down any function with full payment due  
On non-compliance of the above conditions.

Please note that prices and products are subject to availability  
and may change or alter without notification.

Initials \_\_\_\_\_

By signing the booking confirmation you accept and agree to all terms and conditions outlined on previous pages.

Please note that due to our responsible service of alcohol policy

ALL guests must be catered for.

## BOOKING CONFIRMATION FORM

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FUNCTION NAME: \_\_\_\_\_

NAME OF ORGANISER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DATE: \_\_\_\_\_ ROOM: ASTORIA/ ATRIUM/ GILLIES/ PULTENEY

TYPE OF FUNCTION: COCKTAIL/SITDOWN/OTHER: \_\_\_\_\_

STARTING TIME: \_\_\_\_\_ FINISHING TIME: \_\_\_\_\_

NO. OF GUESTS: \_\_\_\_\_

MINIMUM SPEND: \$ \_\_\_\_\_ (18<sup>th</sup>'s only by negotiation)

### DEPOSIT REQUIRED \$300

METHOD OF PAYMENT: CASH/CARD/BANK TRANSFER - BSB 015311 ACC 2898 65944 (please send a confirmation)

CREDIT CARD PAYMENTS ARE WELCOME OVER THE PHONE IF PREFERRED

ALL CREDIT CARD DETAILS ARE DESTROYED IMMEDIATELY AFTER PAYMENT HAS BEEN PROCESSED:

CARD TYPE: \_\_\_\_\_

CARD NUMBER: \_\_\_\_\_

EXPIRY DATE: \_\_\_\_\_

CCV NUMBER: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

NAME ON CARD: \_\_\_\_\_

I am the authorized owner of this credit card and I authorise Astor Hotel management to process payment of above amount from my credit/debit card.

I hereby agree with terms & conditions of the Astor Hotel.

SIGNED: \_\_\_\_\_ DATE \_\_\_/\_\_\_/\_\_\_

PRINT NAME: \_\_\_\_\_

SIGNED FUNCTION MANAGER: \_\_\_\_\_