



PORT DOUGLAS • QUEENSLAND • AUSTRALIA

FUNCTION BOOKING CONFIRMATION FORM

CONTACT DETAILS

First Name _____ Last Name _____
Phone _____ Email _____

FUNCTION DETAILS

Occasion _____ Date _____
Time (start/finish) _____ Number of Guests _____
Secured function space _____
Confirmed food option _____
Confirmed drink option _____
Underage patrons (circle one) Y N
Special Requests _____

TOTAL COST

(25% Deposit is required to secure bookings)

Food \$ _____
Beverage \$ _____
Other \$ _____
TOTAL COSTS \$ _____
25% deposit \$ _____

PAYMENT DETAILS

AMOUNT \$ _____
CREDIT CARD _____
Type: (circle one) Amex (2.2% surcharge) Visa Mastercard
Name on card: _____
Card number: _____
□□□□ □□□□ □□□□ □□□□
Expiry: CCV: _____
□□ / □□ □□□

or DIRECT DEPOSIT _____

Account Name: Court House Hotel
BSB: 032-096 Account No: 53-2912

*Please use your Surname in the description field and email remittance advice to:
info@courthousehotelportdouglas.com.au

FUNCTION TERMS & CONDITIONS

Booking, Confirmation & Payment: Bookings will be considered tentative & held for a maximum of five (5) days until the Booking Form is completed, signed and returned in person, by fax or email, a 25% deposit (or deposit agreed by management) has been made and credit card details are given.

Cancellations that are made four (4) weeks in advance will receive a full refund. Any cancellations made less than four (4) weeks in advance will forfeit the deposit and will receive a refund on all other payments made. Cancellations made less than seven (7) days in advance will forfeit all monies paid for deposit and food.

Final payment: The Court House Hotel will accept cash, credit card or EFTPOS for all payments in advance or on the day of the event. A credit card will need to be provided at the beginning of the function, and kept until the account is paid in full. No personal cheques will be accepted. Credit card details given when booking was secured may be used if any costs remain after the conclusion of the event.

Food selection and full payment for food items is required no less than seven (7) days prior to the event. Beverage payments can be made in advance or at the completion of the event.

Final numbers for your function need to be confirmed seven (7) days prior to the event.

Length of functions will be determined before the event and in conjunction with the trading hours. In some cases there will be bookings after one another, in these instances guests are required to vacate the area one hour before the second scheduled function commences. Normally we do not reserve spaces past 10pm.

Damage: The client will be accountable for any loss or damage which is caused to the Hotel by any guests of your function.

Music: Depending on the space booked for the function there may be a variety of music options available. The volume of the music is at the manager's discretion.

Cake: We are able to order a cake for your function. Please liaise with your function coordinator for options. Guests are welcome to bring their own cake. We will store it and take every care however we can accept no responsibility to any damage that may occur. We will provide you with a cake knife, plates & serviettes free of charge.

Decorations: Your function coordinator can assist in theming your function with appropriate decorations/ flowers etc at an additional charge. Note decorations and theming are at the function coordinator's discretion. Please note that any decorations left at the end of a function will be disposed of, unless otherwise stated in writing by prior arrangement.

Dress Regulations do apply. Minimum requirements are smart casual wear.

Prices and selection of beverages and canapés and platters are subject to change.

Minors are only permitted in certain areas of the hotel and certain function areas until 9pm. As part of our hotel License minors may only be in authorised areas and must be accompanied and in the immediate presence of a Responsible Adult (parent or Legal Guardian) at all times. The attendance of minors under the age of 18, babies and infants must be approved by management prior to the function.

18th Birthday Parties: The Court House Hotel does not take bookings for 18th birthday parties.

Security Guards will be required for some functions and costs will incur. 21st birthdays require one guard per 50 guests at a cost of \$55 per hour. Security costs are subject to change.

Minimum spend and room hire charges may be applicable.

Accuracy of Information: When booking a function it is the host's responsibility to give accurate details in relation to the type of function and its guests. If a guest falsifies information or a function is booked on forged pretences The Court House Hotel reserves the right to cancel that function without notice and at the expense of the guest.

I have read the terms and conditions stated above and understand that it is a legally binding contract and that the hotel reserves the right to refuse entry without exception.

Signed

Dated

RESPONSIBLE SERVICE OF ALCOHOL AND COMPLIANCE

The Court House Hotel is committed to the responsible service of alcohol at all times. The Court House and its licensee assumes responsibility for all persons in the hotel and reserves the right to refuse entry, refuse service or remove any person that management feels is in any way behaving contrary to what is deemed acceptable by the approved government bodies or house policy. Under no circumstances will any persons who are intoxicated by alcohol or any other substance be allowed entry or permitted to stay on the premises. If person is asked to leave the premises and refuses to do so, management is required by law to notify the police immediately and that person may be subject to fine for 'failure to quit a licensed premises'.

Any persons involved in criminal activity such as violence, sale or use of prohibited drugs or possession of weaponry will be turned over to the police immediately without hesitation.

No compensation will be afforded to any member of the function or its host if a member of the function is refused entry, refused service or removed from the premises.

I, _____ understand the responsibility of the hotel and I have in relation to enforcing the responsible service of alcohol and understand that I will not be compensated for any financial loss due to the behaviour of my guests.

Signed

Dated