

TAHMOOR INN

BOOKING

*Package*



# TERMS & CONDITIONS

## TERMS AND CONDITIONS CONFIRMATION & DEPOSIT (Minimum spends and booking fees apply)

To confirm a function booking, the following is required:

1. Complete the booking form
2. To secure your booking we require:
  - a. A \$100 deposit at the time of booking. Deposits are taken off your final bill. All deposits are refundable up to 14 days prior to the date. After 14 days, we are sorry we can not refund your money.
  - b. 50% of food package bill paid at least 1 week prior to the event. This payment is non-refundable once confirmed.
3. Sign the Terms & Conditions
  - Number of guests attending and all final details should be notified to the functions manager no less than 5 business days prior to the event. Once given, numbers can increase up to 2 business days prior to the event however not decrease.

## PAYMENT

- To confirm booking 50 % of total function spend must be paid prior to function. For any outstanding beverage tabs, these are to be settled at the conclusion on the evening of the function. Payment can be made by direct deposit or credit card 5 days prior to the function. Credit card details and I.D must be given as security for all beverage tabs.

## INSURANCE/DAMAGES

- Our organisation will take reasonable care, but will not accept responsibility for damage to or loss of items before, during or after a function. You are financially responsible for any loss or damage sustained to the premises or our property during a function by you or your guest. You are also responsible for any loss or damage to equipment hired on your behalf.

## OTHER

- The client shall conduct the function in an orderly manner and in full compliance with the rules of the Tahmoor Inn's management and in accordance with all applicable laws. The client is responsible for the conduct of the guests and the invitees and indemnifies the hotel for all costs, charges, expenses, damage and loss caused by any act or omission by the client, client's guests or invitees.
- No food or beverage of any kind is permitted to be brought to the function by the client, the client's guests or invitees unless prior permission has been obtained.
- Tahmoor Inn supports the Responsible Service of Alcohol. In accordance with the NSW state government's RSA laws, the Tahmoor Inn reserves the right in it's absolute discretion to exclude or remove any undesirable persons from the function or the Tahmoor Inn's premises without liability.

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We also reserve the right to cancel the booking if:

- Tahmoor Inn or any part of it is closed due to the circumstances outside the hotel's control.
- The client becomes insolvent, bankrupt or enters into liquidation or receivership
- The Function might prejudice the reputation of the Tahmoor Inn
- The 50% deposit and confirmation has not been made 1 week prior to the event.

If you agree to our Terms & Conditions, please sign and date below and email a signed copy to [functions@tahmoorinn.com.au](mailto:functions@tahmoorinn.com.au)

Name:

Signed:

Date:

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# BOOKING FORM

## FUNCTION & CELEBRATION BOOKING FORM

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### CONTACT DETAILS

Name -

Company (if applicable) -

Contact number -

Email -

### FUNCTION DETAILS

Date of function -

Time of function -

After your function do you intend to stay longer at the hotel -  
YES / NO (Please circle)

Type of event -

Style of event -

Cocktail / Sit - down (Please circle)

Number of guests -

Menu choice -

Drink Package choice -

### DEPOSIT PAYMENT

Credit card details -

Visa / Mastercard / Diners Club / AMEX (Please circle)

Cardholder name -

Card number -

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Expiry date -

\_\_\_\_\_/\_\_\_\_\_

CSV (number of the back of the card) -

Deposit \$ -

*An additional 1% surcharge will be charged for all credit card payments*







# TAHMOOR INN

## Tamoor Inn

2715 Remembrance Driveway, Tahmoor NSW 2573

02 4681 8505 | [functions@tahmoorinn.com.au](mailto:functions@tahmoorinn.com.au)

[www.tahmoorinn.com.au](http://www.tahmoorinn.com.au)



@tahmoorinn2573

