

CLIENT FULL NAME

TODAYS DATE DATE OF FUNCTION

ADDRESS

BUS. PHONE A/H PHONE

ESTIMATED GUEST NUMBERS

ROOM REQUIRED

RECEIPT/INVOICE NUMBER

FUNCTION AGREEMENT

The terms and conditions of this Function Agreement apply to all events held at the Hilltop Granton.

Deposits
 Upon receipt of your deposit, your function will be confirmed on your chosen date, in your chosen room. Management will hold all deposits received until the completion of your function.

PAYMENT
 Your menu choices are to be finalised and given to the function coordinator no later than 14 days prior to your function.
 Final numbers must be given and accounts finalised no later than 7 days prior to the function. The guaranteed number of guests at this time will be the final minimum number charged for.
 Any additional guests, extra charges or bar Tabs must be finalised prior to the commencement of your function.
 Payments may be made using cash, cheque, mastercard, visa or eftpos.

TIMING OF FUNCTIONS
 Your function or wedding may begin at any time throughout the day and should finish no later than midnight. Later closure is possible by prior arrangement.

On the day of your function, you, your DJ's, florists' etc. will have access to The Hilltop from 1pm.
 We would appreciate gifts, flowers etc. to be removed at the completion of the function or between 11am and noon the following day.

ADDITIONAL COSTS
 By prior agreement, we will remain open after midnight. An additional charge of \$50 per hour will apply.
 A surcharge will apply on public holidays and Sunday evenings at the rate of:
 - 15% for all food costs
 - 10% for all room hire and set-up costs
 - No increase in drink prices

CANCELLATION
 Your deposit is fully refunded if the booking is cancelled within 7 days of the deposit being received. After this time, deposits paid will only be refunded if we are able to fill that date with another event of similar size and value.

DAMAGE
 Any damage or theft caused by guests to The Hilltop premise will be the financial responsibility of the client and the costs associated with replacement, repairs or abnormal cleaning will be charged. Abnormal cleaning is at the rate of \$20 an hour per staff member. Table sprinkles and wedding bubbles are permitted on site providing excessive amounts don't end up on the carpet.
 The cost of any damage will be at the professional contractor charge for required repair. Stolen items will be charged at full replacement cost.

DUTY OF CARE / RESPONSIBILITY
 Under the liquor and accommodation act 1990, The Hilltop Granton has a duty of care to all our clients and staff and will refuse service of alcohol to minors or persons we believe to be intoxicated or may do harm to themselves or others.
 We also remind our guests that as of 1st Jan 2006, in accordance with Tasmanian law, smoking must take place ONLY outside, in the designated smoking areas.
 The Hilltop Granton does not accept responsibility for damage to, or loss of, any patron's property left on the premise, prior to, during or after a function.
 Organisers are financially liable for any damage sustained to property or equipment in relation to the event – regardless of whether the damage was caused by the paid client, invited or uninvited guests or outside contractor. In some cases, an additional bond may be required in order to secure your booking.
 Clients are responsible for the behaviour of all invited and uninvited guests on the Hilltop grounds during and following all functions. Clients may therefore wish to consider security staff for certain types of functions. The Hilltop Granton reserves the right to ask any guest who does not follow management's instruction to leave the property. It is the client's responsibility to ensure such persons leave the property and are provided with safe transport to their home or accommodation.

CONSUMPTION
 The Hilltop Granton is a fully licensed venue, all alcohol consumed on premise must be supplied/sold by us. Evidence of alcohol being brought onto the Hilltop grounds by guests can lead to cancellation of the function without refund.

CEREMONIES
 Should the bride and groom wish to be married at the same venue as their reception, please feel free to exchange your wedding vows here.

SIGNATURE HILLTOP GRANTON.....

I/We,(clients full name),
 have read and agree to the following function terms, at The Hilltop Granton.

SIGNATURE: 1..... 2..... 3.....