



FUNCTIONS & EVENTS TERMS & CONDITIONS

1. BOOKINGS & DEPOSIT

All tentative dates not confirmed within 14 days will be made available for alternative bookings. To confirm your booking, a non-refundable deposit of \$200 is required within 14 days. This deposit is taken off the total account at the end of your event.

Upon payment of your deposit you are here-by agreeing to the terms and conditions listed within this document for your event at Republic Norwood. These terms and conditions are available upon request as per your event order.

2. FINAL NUMBERS

Final numbers and menu selection must be confirmed at least one week prior to your function. This is the minimum number of guests for which you will be charged. Any additional numbers will be charged accordingly on the night.

3. MINIMUM SPEND

The minimum spend amount is outlined in the descriptions of each space available for booking. Minimum spend may increase during peak periods. In the event minimum spend is not achieved, the balance between the minimum spend and the actual spend will be charged to your account.

4. PAYMENT

Payment for the function must be settled on or before the function date. Republic Norwood accepts payment by cash, Visa, MasterCard and Amex. With prior arrangement, we can accept payment by direct debit or company cheques; however no personal cheques will be accepted.

5. CAKE

You are welcome to bring a cake and store it on the day in our fridge. We include the cutting and presentation on platter boards as a service we offer. No cake charge applies, however, a \$2.50 per person cakeage fee applies if anything extra is required regarding the management of cakes. No other food or beverages are to be brought in to the hotel without prior approval.

6. RESPONSIBILITY

Upon booking confirmation and deposit payment, you accept financial responsibility for any damage or breakage incurred as a result of yourself and your guests. This includes damage to the hotel itself or equipment hired on your behalf. Republic Norwood will not accept responsibility for loss or damage to personal property left within the Hotel during or after the function.

7. CANCELLATION

In the event that a confirmed booking is cancelled with less than one months' notice the deposit is non-refundable. In the event that a confirmed booking is cancelled with more than one months' notice but less than two months' notice the deposit may be carried over to a future event, provided it is booked within 3 months of the cancellation. If a confirmed



booking is cancelled with greater than two months' notice a full refund of the deposit will be provided.

8. CLEANING

General cleaning is included in the cost of your function, however if additional cleaning is required, supplementary charges will be incurred.

9. DECORATIONS

The room decorations are entirely up to you, aside from a few simple rules. No decorations are to be applied to any wall without prior approval from management. No confetti or table scatterings are allowed. Republic Norwood must be notified in advance of any displays, set-ups, signage, and decorations.

10. BUMP IN / BUMP OUT

For booth bookings, the space will be available 30 minutes either side of the start and finish time; if you require deliveries to occur outside of these times please advise us prior to your event. For Embassy and Cabinet bookings, the space will be available to you the morning of your event. If either space is available the night prior to your event, you are welcome to set up in advance with the approval of management. We have limited storage on site, however if you do require to store any items overnight for collection the following day this can be arranged. Please note, items stored are done so at your own risk; Republic Hotel accepts no liability for loss or damage of property.

11. ENTERTAINMENT/PHOTOGRAPHY

The Embassy has a sound system; you can play your own music via a smart device throughout the course of your function at no cost. Alternatively, you may wish to hire a DJ or musician which we are able to assist you with at an additional cost. Approval must be given by Republic Norwood for all entertainment. If you are seeking entertainment of an adult nature, this must be approved in writing by Republic Norwood Management and we do reserve the right to refuse any entertainment that we deem to be inappropriate. A photographer is also available at an additional cost. Photo booths are also allowed in Embassy and Cabinet.

12. PERSON UNDER 18 YEARS OF AGE / IDENTIFICATION / RESPONSIBLE SERVICE OF ALCOHOL

Guests under the age of 18 are permitted to be on the Hotel premises when in the company of a parent or guardian but must vacate by midnight. Organisers of the function will be held responsible for all guests under 18 years. Liquor must not under any circumstances be supplied to a minor. Staff will refuse to serve alcohol to any guests unable to show suitable proof of age identification e.g. – Proof of age card, Driver's License or Passport.

Management and staff practise Responsible Service of Alcohol and thus reserve the right to refuse service to anyone showing anti-social behaviour or signs of intoxication. All drink packages are subject to Republic Norwood's liquor licensing management plan service standards. Republic Norwood is licensed until 3am Monday-Wednesday, 4am Thursday-Saturday, and midnight on Sunday; however closing time is at the discretion of the manager on duty. All Embassy events are subject to a closing time of midnight unless otherwise approved from hotel management prior to the commencement of your event.