

# FUNCTIONS



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## TERMS & CONDITIONS

### Room Rates

Room rates are non-refundable deposits to be paid 30 days after booking date to ensure confirmation, they are included in the minimum spend. Included in room rates are full set up of your function to agreed floor plan, appropriate number of professional happy staff to make your occasion run efficiently & smoothly, organisation of any audio visual requirements that you have & we clean up all the mess, you don't have to touch a thing.

### School Holiday & Public Holiday Surcharges

All bookings which fall in a school holiday period or a public holiday will be charged out at the top rate. 10% surcharge on Sundays & public holidays is applicable for all functions excluding room hire.

### Minimum Spend

Minimum spend does include non-refundable room rates. If you fail to reach your minimum spend the short fall is payable by you on the day of the function. Lunch bookings may have minimum spend reduced at manager's discretion.

### Duration of Functions & Charges

Room rates are based on 5 to 7 hour functions (excluding corporate prices). An additional 20% of the room rate you choose is payable for any hour over the 7 hours.

### Deposits & Payment Terms

All bookings will be requested to pay room hire & food amounts prior to your date to confirm booking. Room hires are payable within 30 days of placing your booking. Food payments are from 30 days to 7 days out from your function.

The beef+beach reserves the right to cancel any reservations not held with a deposit by the required date. We may also require you to supply us with credit card details (n.b. nothing will be charged without your consent unless to cover damage to the property caused by you or your guests).

All bookings will remain tentative until full payment has been received no later than 30 days prior to the event. All deposits & payments can be paid by direct debit, credit card, cash or cheque.





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## Direct Debit

Account Name – Beef & Beach

BSB – 062 502

ACC – 1026 7231

REF – Surname DDMMYY (booking date)

Please email confirmation to [beefandbeach@thelennox.com.au](mailto:beefandbeach@thelennox.com.au) when you pay

## Credit Card

Please call - 66 875 769

## Cash or Cheque

Please call 66875 769 to organise an appropriate time to come in and pay

## Numbers & Confirmations

The number of guests is required either 30, 14 or 7 days prior to your function depending on numbers & style of your booking. When estimating the final number of guests be sure to be as accurate as possible, whilst small increases in numbers are easily organised, large increases can be difficult for us to provide the exact menu decided on for all guests. Please note that you will be charged the final number given prior to your function even if you fall below that number.

## Unforeseen Circumstances

Due to any unforeseen circumstances, extreme weather conditions or accidents, the beef+beach reserves the right to cancel any booking and refund any deposit at any time

## Cancellations

All cancellations must be in writing and room rate deposits are non-refundable once paid. The beef+beach reserves the right to retain all monies paid if a cancellation is received after confirmation of numbers and final payment (30 to 7 days prior as decided when booking your function). The beef+beach reserves the right to cancel a booking if:

1. the function room or any part of the establishment is closed due to circumstances beyond our control
2. the function may prejudice the reputation of the establishment
3. the required deposits have not been made by the due date
4. the client becomes insolvent or bankrupt



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## Availability & Usage of Equipment

Microphone, premium sound system w ipod connection, USB & laptop attachments to multiple TV's for presentations, white board & markers.

All equipment is included in room hire; please let us know what you require when booking your function. Any presentations need to be tested before the day. Failure to organise this means we may be unable to provide this part of the service if files/hardware are not compatible. We do not have time to resolve issues whilst your function is starting.

## Responsible Service of Alcohol

In accordance with the responsible service of alcohol regulations the beef+beach reserves the right to act under the laws with complete discretion at any time during your function. All attempts to responsibly rectify the situation will be initiated first, failing this we may at the manager's discretion cease serving any individual or close the whole bar should we deem this necessary.

If any patrons/guests are found to be supplying any minors with alcohol at any time in any function we will immediately close the whole function down. In this instance there will be no refund. No individual or company may claim any damages should the above situations arise. The beef+beach & all employees are indemnified.

## Licensing

The beef+beach is fully licensed, no byo is available.

## Cakes & Cakeage

The beef+beach does not provide wedding or birthday cakes, however we are happy to cut and serve your cake on individual plates with strawberries & cream or ice cream, at a cost of \$3.00 per person, or you can cut & serve the cake yourself (plates & cutlery provided) for no charge. Cakes are to be delivered no earlier than the day of your function. Local contacts for cakes are provided on the web site.

## Table Cloths & Napkins

We can arrange table cloths & napkins. We require at least 1 weeks' notice to do so.

\$8.00 Large Cloth

\$4 Small Cloth

\$2.00 Cloth Napkin

## Prices & GST

All prices are final & will not change once you pay your initial room hire deposit.

All prices are inclusive of gst.



# FUNCTIONS

## Entertainment & Music

All entertainment must be approved by the management & be in accordance with our internal policies.

The beef+beach reserves the right to reject or cease any entertainment that does not comply with our policies. All entertainment must cease at the designated time decided on before the event. Contact details of the entertainment must be supplied to us once the entertainment is confirmed.

## Decorating your Function

The beef+beach will as part of your room hire organise the room to a ready to run standard (including table cloths if required). Any decorations or table settings are to be provided & set up by you. These need to be approved by management. We can also give local contacts for hire companies & florists etc. The use of naked flame candles is not permitted. Candles may be used but must be enclosed in a holder.

## Damage to Property

Any damage caused by the fault of you or your guests is payable by you the hirer. We do not accept any responsibility for damage or loss of property left during the course of, or after the function. You are not permitted to attach, print, glue or otherwise affix any sign or other material to wall, ceiling or glass surfaces on the premises without the manager's consent.

## Smoking

No smoking is permitted inside the hotel a designated area will be organised for your function.

## Our Agreement

By payment of any room hire, food deposits or your patronage on the day you agree to be bound by all the terms & conditions in this portfolio.

For information or to discuss your function please call us on (02) 66 875 769.

Kind Regards

Troy Lister

Functions Co-ordinator

Cnr Pacific Parade & Byron St, Lennox Head NSW 2478

[beefandbeach@thelennox.com.au](mailto:beefandbeach@thelennox.com.au)

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

