

## ALBION HOTEL ~ FUNCTION ROOM ~ TERMS OF HIRE

I ..... (insert name) of  
..... (insert address)  
agree to the below stated terms of hire for the Function Room at The Albion Hotel.

- I agree to pay the \$110.00 (First Floor Hire) or \$220.00 (Second Floor Hire) non-refundable Room Hire fee at the time of booking my function.
- I understand and agree to abide by The Albion Hotel's Responsible Service of Alcohol Guidelines.
- I agree not to bring outside goods (food or beverage) in the premise other than previously agreed, i.e. birthday cake/s.
- I agree that any presents received being consumable goods will not be consumed at the function.
- I agree to the Albion Hotel's guidelines of decorating the function room, which includes no confetti of any type, paper or metallic numbers, no glitter, no party poppers, or anything of such nature. No lit candles to be placed on tables, any decorations to be placed on the walls, ceiling, etc must be attached with blue tack and nothing else.
- No decorations are to be placed on the outside of the building, i.e., the balcony.
- I agree no minors will attempt to/or commit to purchasing or consuming Alcohol.
- I agree minors will stay inside the room under adult supervision at all times.
- I agree that at no stage will any item/s be thrown from the balcony.
- I agree to hire the room, in the state as which it is found, any damage caused to any part the room, building, facilities, etc will be charged to me accordingly.
- I agree any damage caused to any part of the hotel, caused by any guests associated with the function in any way, will be charged to me accordingly.
- I agree not to access any part of the bar/kitchen area unless in attendance with an Albion Hotel Staff Member.
- I agree to make full payment of Food & Beverages on the night, unless previously organised.

Failure to meet the above Terms of Hire when decorating the Function Room, will result in you being charged \$55.00 per breach.

Failure to meet any of the above Terms of Hire on the night of the Function will result in Albion Hotel Staff cancelling the Function immediately and seeing to that all guests leave the premise indefinitely.

Should you have any questions please don't hesitate to contact Sarah Ellery (Function Manager) or Brendon Cooper (Licensee) anytime on (02) 6021 3377.

Signed .....

Print Name .....

Date .....