

# *Booking Guidelines*

## THE FUNCTION ROOM

- ◆ The first floor Function Room is a perfect example of understated elegance. With a complete white linen setting for 60 guests (6 round tables of 10), this room is one of Maitland's finest and most intimate function venues. Room hire is \$220 plus linen and bar staff (as applicable).

## CONFIRMATION OF BOOKING

- ◆ Your booking is confirmed when you pay the room hire of \$220.
- ◆ This payment will be deducted from your overall account at the completion of your function. Refer to our CANCELLATION POLICY on the far panel.

## FOOD AND BEVERAGE

- ◆ Finger food menus are available for cocktail parties
- ◆ Tapas Share Plate menus are available for seated functions.

- ◆ Your menu selection must be finalised not later than 21 days prior to the function. It may be subject to change depending on availability of menu ingredients. You will be advised accordingly.

- ◆ Beverages will be charged on a consumption basis at main bar prices.

- ◆ Food and beverage may not be brought into or removed from the hotel. Drinks that are not available in your booked room, may be purchased from our main bar on the ground floor.

- ◆ A Fee of \$11 per table applies if linen is required.

- ◆ Bar staff are available at \$27.50 per head Monday to Friday, \$33.00 per head Saturdays, \$40 per head Sundays and Public Holidays \$50 per head.

## NUMBER OF GUESTS

- ◆ The number of guests is to be advised to us no later than 14 days prior to the function. Numbers may increase but not decrease after this time.

## PAYMENT

- ◆ Payment in full for your meals is to be made 14 days prior to the function.

- ◆ Your beverage account may be settled at the conclusion of your function.
- ◆ Function prices are subject to change. Where possible management will advise the client prior to the function.

## DAMAGE / RESPONSIBILITY

- ◆ **The client is financially liable for any damage sustained to hotel property, fixtures or fittings, be it through their own actions or the actions of their guests, contractors or sub contractors.**
- ◆ **Children must be under adult supervision at all times.**
- ◆ **Under no circumstances is any item to be fixed to any surface in the room.**

## **CANCELLATION POLICY**

**NO REFUND - 0 to 25 days prior to function**

**20% REFUND - 26 to 50 days prior to function**

**40% REFUND - 51 to 100 days prior to function**

**60% REFUND - 101 to 150 days prior to function**

**80% REFUND - 151 or more days prior to function**

## CONDITIONS OF HIRE

- ◆ Shenanigans at The Imperial is a non smoking venue.
- ◆ Under Responsible Service of Alcohol Laws in NSW, we are obliged to refuse service and ensure that intoxicated or unruly patrons are escorted from the premises. On the spot fines apply.
- ◆ Bar services cease at 10.00pm.
- ◆ Guests under the age of 18 years of age will not be served alcohol.
- ◆ Children must remain in the immediate company of their parent or guardian at all times. Please refer to our Policy on minors (see back page)

## HOURS

- ◆ The Function Room closes at 11.00pm and all guests are to vacate the first floor by this time.

## G.S.T.

- ◆ All prices quoted are inclusive of G.S.T.

**PLEASE NOTE  
CANCELLATION POLICY ON  
PREVIOUS PAGE**

## **-Policy on minors-**

In recent times we have received numerous complaints from adult patrons about the noise created by and the behaviour in general of minors (meaning in law, **anyone under 18**) in this hotel. Of particular concern are young children, toddlers and in some cases even babies.

As a father of five myself I realise that it is not always possible to keep children as quiet and as well behaved as we would always like them to be. However, this is an hotel and it is here primarily for the benefit and comfort of adults.

**So as a general policy, I would like to advise that children under your care must remain seated at all times. Should they have to leave their seat, you must accompany them, even to the toilet - this is the law as stated in the Liquor Act of N.S.W. Under no circumstances are they permitted in restricted areas of the hotel (please note signs).**

**Further, if children in your care are noisy or unruly, you are advised to remove them from the hotel until such time as they are able to behave in accordance with the policy of this hotel and the wishes of the majority its patrons. Should you choose to ignore this policy, you will be asked to leave.**

**In addition, if children in your care drop or throw food on the floor, we expect you or them to pick it up so that other patrons may enjoy the cleanliness and good order for which this hotel is known.**

Many patrons have made their feelings known about this policy and we appreciate these comments. Interestingly, more than ninety eight percent of comments have been supportive of this policy. We do however, respect the rights of others to have a different opinion.

Finally, I must stress that there is no discrimination involved in this policy. We simply ask that parents and/or guardians take responsibility for the behaviour of children in their care and not allow them to adversely affect other patrons.



FUNCTIONS at.....



## *Function Room Information*

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Prices effective from April 1 2016