

The Coach & Horses Hotel

Function Pack

Thank you for your enquiry regarding a function at the Coach & Horses Hotel. This pack has been created to help you design your function by following these simple steps:

1. Nominate a date
2. Make a booking for a site inspection – so you can see where your function will be held and discuss your requirements
3. Select an appropriate room
4. Select your food requirements
5. Select your preferred beverage options
6. Sit back, relax and enjoy your function

We look forward to working with you to create an event that is truly unique. Please contact the hotel manager for further information or to make a booking on 02 9399 3005 or email

coachandhorses@2easytel.com.au

Our Function Areas

Lounge Bar

Situated on the 1st floor The Lounge Bar is the showcase of the Coach & Horses Hotel. Comprising one whole floor of the hotel, it includes a beer garden and pool tables. This area is available for exclusive hire from Monday to Friday days & Monday to Thursday evenings. Finger food style functions can cater for up to 150 people. Hire of this floor is based on a minimum spend amount over the bar, varying from \$1,000 to \$3,000. A full quote can be provided upon further discussion. Existing seating is available in the beer garden section and can seat up to 50 people.

The minimum spend amount for this room does vary and is listed below. This amount needs to be spent in food and/or beverage.

Availability for hire: Monday-Thursday from 10am till 3am - \$2,000
 Monday-Friday from 10am till 4pm - \$500
 Saturday from 10am to 10pm - \$3,000
 Saturday from 10am to 6pm - \$1,000
 Sunday from 10am to 6pm - \$1,000

The Red Room

On the 1st floor of the Coach & Horses Hotel, the Red Room is our main function area and is ideal for a more private affair. This room can hold up to 50 people and is perfect for all types of parties. It has its own section of the bar for private service. We can pipe music through from our in house music system or you can connect your ipod to play your own music (cord not provided). A microphone is available for speeches as well as two plasma screens if you need to use them for displays. This room can also be decorated to suite the occasion.

The minimum spend for this room does vary and is listed below. This amount needs to be spent on beverages, **food orders are not included in the minimum spend.**

Availability for hire: Monday-Thursday from 10am till midnight - \$800
Friday from 10am till midnight - \$1,200
Saturday from 10am till midnight - \$1,200
Sunday from 10am to midnight - \$800

Food Options

The Coachman's Bistro offers a large variety of simple & gourmet meals to satisfy all appetites. Providing flexible menus catering to sit down dinners/lunches, buffets or finger food/canapés, each function is tailored to your needs.

Please see food menu options from links on previous page.

Booking Conditions

Hire Times

All bookings are based on an average 4-hour reservation period, in some cases there may be a function following yours. This is based on each individual situation and can be discussed further depending on the requirements. Management has the right to stop functions early if they feel necessary or open up the area for general use if numbers are too low.

Payment

All prepaid amounts must be settled before the function begins. This includes all food, bar tabs, beverage packages and security costs. We accept credit card, cash, & bank cheques. Final numbers must also be confirmed at this time.

Food

Due to free room hire our restaurants must cater all food. Cakes excluded. **All food and catering details must be ordered two-weeks prior with final numbers confirmed within 48 hours of the function. Any changes after this time will be at the cost of the function holder.** Food is not compulsory for functions however we do recommend that for Responsible Service of Alcohol practices, some food be available for your guests.

Security

For private bookings held in the Lounge Bar with more than 30 people security will be charged out at \$40 per hour for a minimum of 4 hours. With bookings over 100 people we require that at least 2 guards are used. **This is a compulsory charge.**

Deposit

A fully refundable deposit of \$200 is required to secure your booking and will be refunded after the event. **The deposit is required two weeks prior to the function and is not confirmed until the deposit is received.**

Decorations

The Coach & Horses can organise all aspects of your party if you wish. Please ensure you are specific in what you want so that we can make sure your requests are met correctly. Any additional equipment, costs or decorations will be added to the bill.

Terms and Conditions

Payment Terms & Confirmation of Bookings

In order to confirm a function booking, a deposit of \$200 is required, as well as credit authorization slip completed (for security purposes only). The Terms & Conditions form also needs to be read, signed and faxed back to 9398 5542. Until these requirements are met, it is not a confirmed booking. Final numbers must be confirmed 7 days prior to the function. A function that exceeds these numbers may be cancelled due to insufficient licensed security personnel on the premises. For private bookings held in the Lounge Bar with more than 30 people security will be charged out at \$40 per hour for a minimum of 4 hours. With bookings over 100 people we require that at least 2 guards are used. This is a compulsory charge. All other payments must be made prior to the function commencing on the night. Invoicing is only permitted if credit facilities have been established with the Coach & Horses Hotel.

Cancellation

In the event of a confirmed function being cancelled within 7 days or less of the function date the client will be charged 100% of the food costs. Any cancellations made within 7 days or less of the function date will result in a non-refundable deposit. (The \$200 initially paid upon booking the function.)

Loss or Damage to Property

1. The client shall remain responsible at all times for any loss or damage to the property of the Hotel caused by the client, guests and invitees.
2. We are extremely careful when looking after guests and their property. Unfortunately, we cannot take responsibility for the damage, or loss of items, before, during and after a function. We therefore suggest the client considers obtaining insurance cover.

Unacceptable Behaviour

The management of the Coach & Horses Hotel reserves the right to remove patrons attending functions from the premises for unruly behaviour and showing signs of intoxication as determined at managements discretion. 'Bucks' parties and similar functions as determined by the management are not allowed on the premises and the Coach & Horses Hotel reserves the right to cancel any bookings for 'bucks' parties up to and including the time of commencement of the event.

Provisions of Goods and Services Supplied by the Client

Delivery of hired equipment supplied by the client to the Hotel must be advised to the Manager prior to the delivery and must be delivered to a designated area. The Hotel will not be held responsible for the security, set-up or transportation of this equipment and will not be responsible for any damage or loss sustained. The client agrees to begin the function at the scheduled time and agrees to have guests vacate the designated function area at the agreed closing time.

Children on Premises

Children under the age of 18 are permitted in the function areas of the hotel but must be in the immediate presence of an adult supervision at all times until 10pm. **THIS RULE IS ALWAYS AT THE DESCRESSION OF MANAGEMENT.** Please enquire for further details

Sound Levels

Due to various council and licensing regulations, the management reserves the right to monitor and adjust any sound level.

Unforeseen Circumstances

In the event of inability to comply with any of the provisions of this contract by virtue of any cessation or interruption of electricity or gas supplies, industrial disputes, plant or equipment failure, unavailability of food items, other unforeseen contingency or accident the Hotel reserves the right to cancel any booking or refund any deposit without notice.

Due to unforeseen circumstances, should the room/s reserved be unavailable, we reserve the right to substitute similar venues. Every effort will be made to advise you in advance.

AGREEMENT

I hereby agree to the terms and conditions outlined above

Signed _____ Name _____
Company _____ Function Date _____