Charlie Chans

BAR

FUNCTION PACKAGE

Functions

THE POOL ROOM & LOUNGE 10-15PAX

$300 FOR THE SPACE
Includes a bottle of premium spirit

OR $400 MINIMUM BAR SPEND

Name of Function _____

Date of Function _____

Start and Finish Times _____

Number of Guests _____

Food Required _____

Contact Details

Contact Name _____

Address _____

Contact Number _____

Email Address _____

Date of Birth _____

Terms and Conditions
I have read and understood the terms and conditions stated below and understand that it is a legally binding contract and that the venue reserves the right to refuse entry without exception. I understand the responsibility the venue and I have in relation to enforcing the Responsible Service of Alcohol and understand that I will not be compensated for any financial loss due to the behaviour of my guests.

Signed _____

Dated _____

OFFICE USE ONLY					
☐ ROOM HIRE	☐ BAR MINIMUM	☐ EXTRA STAFF	☐ SECURITY	☐ DEPOSIT	☐ MANAGER

Terms & Conditions

Booking, Confirmation & Payment
A 50% deposit and completed booking form is required to confirm your booking. All deposits are non-refundable and non-negotiable. Any cancellations made within 10 days of the function date will forfeit the 50% deposit. Charlie Chans accepts cash, credit card and EFTPOS in advance or on the day of the event. No personal cheques will be accepted.

Bar Tabs
Bar tabs are to be paid at the conclusion of the function. The credit card on which the bar tab is to be charged must be provided on the day of the event and is to remain in possession of the hotel until the bar tab account is signed off and paid in full.

Minimum Spend
Minimum spend requirements must be met for each function/event. Organiser will be charged any remaining balance owing for minimum spend at completion of function/event.

Damage
The client will be responsible for any loss or damage which is caused to Charlie Chans Bar's premises by any guest at your function. In the event of property damages, a walk-through will be performed by the duty manager and hotel security at function conclusion. Any damages will be put in writing and signed for by both parties.

JDA Rewards Points Accrual and Renewal
Points are not earned on room hire fees or food and beverage packages associated with functions.

Liabilities
Charlie Chans Bar does not accept any responsibility for the loss or damage to any equipment, merchandise or personal effects left on the premises prior to, during or after the event.

Food & Beverage
All food and beverages are to be provided by Charlie Chans Bar and Mrs Chans Kitchen with the exception of any special catering requirements agreed upon in original contract between both parties. If more food is required during the function please advise the duty manager before the kitchen shuts at 11:30pm. Complimentary bottle of premium spirit will be subject to availability and at the discretion of the manager.

Decorations
When decorating, no hooks, screws or tape are to be used anywhere on the premises; only Blu-Tac is to be used when attaching decorations. We do not allow candles, glitter or small tinsel pieces to be used. Please note that any decorations left at the end of the function will be disposed of unless otherwise stated in writing prior to the event.

Minors & Uninvited Guests
Minors are only permitted in certain areas of the bar. All minors must remain in the immediate presence of a parent or legal guardian for the duration of their stay and must be off the premises by 9pm. A legal guardian does not include brothers/sisters, friends or cousins of a similar age. The attendance of minors (babies and infants included) must be approved by management prior to the function start time. Any person caught supplying alcohol to a minor will be reported to the police and fined. If any uninvited guests attend the function the hirer is required to inform management immediately. Bar security will then escort the person from the premises.

18th Birthday Parties
Charlie Chans Bar does not take bookings for 18th birthday parties.

Responsible Service of Alcohol.
The management and staff of Charlie Chans Bar are committed to the Responsible Service of Alcohol. In the event of a patron showing signs of intoxication refusal of service will occur. Once a patron is refused service it is a requirement of law that the patron leaves the premises, failure to do so is an offence. Under no circumstances will any patrons who are intoxicated by alcohol or any substances be permitted to enter or remain on the premises. Any person involved in criminal activities such as violence, sale or use of prohibited drugs or possession of weaponry will be turned over to the police immediately. No compensation will be afforded to any member of the function or its hosts if a member of a function is refused entry, refused service or removed from the premises.