

CROWN & SCEPTRE BOOKING SHEET...

PLEASE COMPLETE THIS FORM AND T & C'S TO SECURE YOUR BOOKING.

NAME OF BOOKING: _____

DATE OF FUNCTION: _____ TIME: _____

NUMBER OF GUESTS: _____

SPACE: SALOON BAR OLD BAND ROOM BEER GARDEN

(PLEASE TICK) UPSTAIRS 312 OTHER/SPECIFY _____

OCCASION: _____

FUNCTION STYLE (PLEASE TICK):

MEETING / CONFERENCE SET MENU COCKTAIL

CONTACT NAME: _____

NUMBER: _____

EMAIL: _____

BEVERAGE CHOICES ; (PLEASE TICK) BAR TAB ON CONSUMPTION

PER HEAD PACKAGE

TOTAL: \$ _____

PAID: \$ _____ DATE: _____ STAFF: _____ DUE: \$ _____

FOOD CHOICES:

PLATTERS

SERVING TIME: _____

- _____ X _____ @ \$ _____ EA
- _____ X _____ @ \$ _____ EA
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- _____ X _____ @ \$ _____ EA

TOTAL PLATTERS X _____ TOTAL \$ _____

PAID: \$ _____ DATE: _____ STAFF: _____ DUE \$ _____

SET MENU OPTION

SERVING TIME: _____

ENTRÉE CHOICES -

MAIN CHOICES -

DESSERT CHOICES -

TOTAL PEOPLE X _____ @ _____ \$ P/HEAD TOTAL \$ _____

PAID \$ _____ DATE: _____ STAFF: _____ DUE \$ _____

FOOD PAYMENT IS TAKEN AS THE DEPOSIT. WE CAN ACCEPT 1/2 TO INITIALLY SECURE BOOKING, WITH OTHER 1/2 PAYABLE AT LEAST 3 DAYS PRIOR TO FUNCTION'S COMMENCEMENT.

AV / SPECIAL REQUIREMENTS

ROOM SET (STAFF USE)

THE FINE PRINT

MONEY BUSINESS

BOOKINGS CAN INCUR A MINIMUM SPEND DEPENDING ON REQUIREMENTS WITH, TIME, CAPACITY, SPACES.
ALL 21ST BIRTHDAY FUNCTIONS MUST INCLUDE FOOD PURCHASE.

FULL PAYMENT FOR FOOD IS DEEMED THE DEPOSIT AND WILL FULLY SECURE YOUR BOOKING. IF
NEGOTIATED WITH MANAGEMENT, 1/2 OF THE TOTAL FOOD BILL CAN BE PAID AS THE INITIAL TO
DEPOSIT, WITH THE FULL AMOUNT REQUIRED 5 DAYS PRIOR TO COMMENCEMENT OF THE FUNCTION.

IN THE EVENT OF ANY CANCELLATIONS, DEPOSITS WILL BE TREATED AS FOLLOWS-
CANCELLATION 14 DAYS OR MORE BEFORE FUNCTION DATE = ALL DEPOSIT REFUNDED
CANCELLATION 7 -13 DAYS BEFORE = 1/2 DEPOSIT REFUNDED

ALL OTHER CANCELLATIONS WILL RESULT IN NO DEPOSIT BEING REFUNDED
THE FUNCTION ORGANISER IS FINANCIALLY RESPONSIBLE FOR ANY DAMAGE SUSTAINED TO THE HOTEL
AND / OR ANY EQUIPMENT LEASED TO THE ORGANISER.

THE HOTEL IS NOT RESPONSIBLE FOR ANY PROPERTY OF THE ORGANISER OR GUESTS.

FIT OUT

ANY DECORATIONS MUST BE DISCUSSED WITH HOTEL STAFF. NOTHING IS TO BE STUCK TO ANY WALLS
THROUGHOUT THE HOTEL AND NO SCATTERS ARE TO BE USED.

ENTERTAINMENT

WE HAVE MADE IT POSSIBLE, THAT ANY AREA OF THE HOTEL CAN STREAM THE HOUSE MUSIC OR DJ
(WHEN APPLICABLE). YOU CAN ALSO PROVIDE YOUR OWN MUSIC IN CERTAIN AREAS, WITH PLAYLISTS ON
AN MP3 DEVICE. SHOULD YOU WISH TO USE ANY OTHER FORM OF AUDIO, EG. BAND, JUKEBOX, PLEASE
DISCUSS WITH HOTEL STAFF AS THE AREA YOU HAVE BOOKED MAY HAVE RESTRICTIONS.

B.Y.O

YOU MAY BRING IN YOUR OWN CAKE. IF THERE IS A REQUIREMENT FOR STAFF TO HANDLE THIS AT
ALL, A FLAT \$15 FEE WILL BE INCURRED.
A MAXIMUM OF 2 X BOTTLES OF WINE MAY BE BROUGHT IN BY ORGANISERS AS LONG AS WINE IS NOT
ON THE CROWN & SCEPTRE'S CURRENT LIST. A CORKEAGE AMOUNT OF \$15 WILL APPLY TO EACH BOTTLE.

LEGAL

THE CROWN & SCEPTRE HOTEL STAFF BEHAVES IN ACCORDANCE WITH LIQUOR LICENSING LAWS AND
PRACTICES RESPONSIBLE SERVICE OF ALCOHOL. ANY GUEST AT ANY TIME THAT IS INTOXICATED WILL
BE REFUSED SERVICE AND ASKED TO LEAVE.

THE HOTEL MUST BE NOTIFIED OF ANY MINOR/S ATTENDING AN EVENT AND ALL MINORS MUST VACATE
THE PREMISES BEFORE 12AM OR AT THE DISCRETION OF MANAGEMENT.

IT IS AN OFFENCE TO SERVE OR SUPPLY ALCOHOL TO A MINOR. ANY INCIDENCES OF THIS WILL
RESULT IN EVICTION OF OFFENDING PARTIES AND MAY RESULT IN TERMINATION OF THE FUNCTION.

MANAGEMENT RESERVES THE RIGHT TO REMOVE ANY GUESTS THAT ARE INTOXICATED, CAUSING DAMAGE
TO THE HOTEL OR CAUSING ANY DISCOMFORT TO OTHER PATRONS.

I / WE HAVE READ THROUGH AND AGREE WITH ALL TERMS OF THIS AGREEMENT.

FUNCTION DATE: _____

TODAY'S DATE: _____

PRINT NAME: _____

SIGNED: _____

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