

Carousel Inn
cnr. Woodstock Ave & Duke St
Rooty Hill NSW 1505
ph: (02) 9625 9199
fax: (02) 9832 8813



Carousel

Lounge

Functions

Dear Sir/Madam

Thank you for your recent inquiry regarding holding your next function @ **The Carousel Inn** in our function room. Within **The Carousel Lounge** we can entertain up to 160 of your guests in our relaxed atmosphere.

The Carousel Lounge is available 7 days a week for your private function (*minimum of 100 people Friday & Saturday nights*) with seating for over 120 people, **The Carousel Lounge** features a stage area suitable for bands & DJ's & a great dance floor so you can dance the night away!

Whether for a more intimate family/social event or for trade shows/product launches the management and staff of The Carousel Inn will help you make your event a successful one.

I have attached our function pack which includes menu options, an explanation of our terms and conditions and also a booking form.

Please feel free to phone for an appointment to discuss your requirements and to arrange an inspection of **The Carousel Lounge** & all of our facilities here @ **The Carousel Inn**.

I look forward to hearing from you soon and hope to make your upcoming celebrations memorable!

Regards,
Manager

Function Room Booking Agreement

i. **Carousel Function Room Hire:**

Whole room (minimum 100 people in attendance, unless authorised otherwise): \$400 deposit per day or evening hire*

Half room (minimum 60 people in attendance, unless authorised otherwise):

No bar in the room – the bar is just a short distance from the function area

- \$200 per day or evening hire, no bar tab facility available, guests to go to the regular lounge bar to order & pay for their own drinks guests to go to the bar (just a short distance from the function area) to order drinks.
- \$300 deposit per day or evening hire, with one bar attendant dedicated serving drinks for guests from the bar**
- \$400 per day or evening hire, with two bar attendants dedicated to providing service for drinks for guests from the bar*

*In the event of bar purchases over \$1000 where all bar, food and security costs have been paid and where the room and facilities are left in order with no damages, the deposit amount can be refunded to you from the next Monday after the function. Anytime that the bar spend does not reach this amount, the difference will be retained from your deposit and the remainder returned to the function organiser

**In the event of bar purchases over \$500 where all bar, food and security costs have been paid and where the room and facilities are left in order with no damages, the deposit amount can be refunded to you from the next Monday after the function. Anytime that the bar spend does not reach this amount, the difference will be retained from your deposit and the remainder returned to the function organiser

In instances where the function/conference/trade show requires both the hire of Silky's and the Garden Courtyard, we will provide a quote for room hire based on your total package requirements.

ii. **Function Security:**

Management retains the right to ask for extra security to be provided at functions at cost to the function organiser.

All functions with over 100 people booked to attend will be required to have one security guard to be provided by the hotel and charged to the function organiser at cost.

In special circumstances and at the discretion of the Hotel Licensee, these requirements may be waived.....

.....Function entrance & bar security

Arm bands and/or stamps can be provided to the function organiser before the commencement of the function to be used to mark the function guests to ensure only invited guests are able to enter the function and use any bar facilities.

iii. **Tentative bookings:**

Tentative bookings will be held for a period of ten working days after which time the booking will be released without notification.

iv. **Confirmation & Deposit:**

To confirm your booking, a signed confirmation form along with the room deposit of \$400 is required a maximum of fourteen days after making your tentative booking.

A \$200 deposit is required to be paid to the bistro for the food to be provided at your function & this \$200 amount will come off the total amount of the food bill.

v. Cancellations:

To cancel your booking without charge, your written notification of cancellation must be received at least 4 weeks prior to the function date.

vi. Confirmation of Details:

To ensure all your requirements can be catered for, we request that final numbers be confirmed at least 5 working days prior to your function date. At the same time, specific food, bar and room set-up requirements are to be confirmed.

If your confirmed booking is cancelled within 4 weeks of the function date, the deposit will be retained by the hotel.

In the event that the room is re-booked, your deposit will be reimbursed in full.

vii. Payment:

Full payment for the function is required at the conclusion of the function.

We accept cash, EFTPOS, Bankcard, Mastercard, VISA card (if paying by EFTPOS or credit – this will be required by 10pm, the remainder can be paid in full with cash) – please advise management prior to the commencement of the function if other arrangements are required.

We DO NOT accept cheques.

- a. Full Payment for food provided at your function is to be paid when you arrive, before food is served = as the food operation is a separate business ALL food must be paid for to the proprietors of Woodstock Bistro.

viii. Prices:

Prices will be confirmed with final function details. Every endeavour is made to maintain prices as printed however they are subject to change without notice due to any changes in or imposition of Government charges, taxes, levies or other service charges.

- ix. Licensing requirements** – all minors (persons under 18 years of age) must be accompanied by a legal guardian & be off the hotel premises by 11:00pm (23:00hrs). The Vineyard Hotel adheres to the Responsible Service of Alcohol policy and functions are not exempt from this policy.

Patrons showing signs of intoxication must and will be refused service and by law will be required to leave the premises.

No 'yard glasses' or any other drinks served where an excessive amount of alcohol is provided in that one drink. The manager reserves the right to impose any other restrictions in relation to 'shots' or 'doubles' during the function

x. Food & beverage:

No food or beverage can be brought into the hotel without prior approval from the Hotel Manager. Cakes may be brought into the hotel (a service charge may apply – for plate & storage)

xi. Compliance:

The function organiser is responsible for the orderly behaviour of their guests & management reserves the right to intervene where it sees fit &/or exercise the right to refuse entry.

Management reserves the right to cancel any functions where social networking sites are used to encourage uncontrolled invitations/attendances.

Please consider our neighbours when vacating the hotel premises & leave in a quiet & orderly manner.

Dress regulations are neat & casual attire. No shorts or thongs.

xii. **Client's Covenants**

The function organiser will comply with all government regulations, statutes and by-laws that may relate to the nature of the organisers use of the facilities.

All functions are subject to licensing law requirements including **Responsible Service of Alcohol**.

The hotel cannot be held liable for the impact on the function as a result of directions from Government authorities.

At all times, the organiser will comply with all directions of the Hotel Manager on duty during the function.

The function organiser shall not sublet the facilities

The function organisers understands that a rule applies that smoke and fog machines are not permitted to be used during the function as it could jeopardize the running of our fire safety equipment.

Should the function organiser or any of their guests or hired entertainers ignore this rule, a fee will apply and any fine we receive from NSW fire and rescue for the unnecessary deployment of fire trucks to our venue due the effects of the smoke or fog machines on our fire safety equipment, will be passed onto the function organiser to pay.

xiii. **Commencement & vacating of the function room:**

If access is required outside the planned function times permission must be sought from our functions co-ordinator. Functions will be assumed to commence at the agreed time. As per this agreement the function organiser agrees to vacate the function room at the scheduled time

xiv. **Other functions:**

Hotel Management reserves the right to book another function in the same area up to one hour before the scheduled function start time & one hour after the scheduled finish time.

xv. **Safety:**

We take the safety of all patrons, staff and hotel property very seriously. The management on duty before, during and after the function retains the right to adjust equipment, displays or any items to ensure the health & safety of its guests & employees. The hotel retains the right to adjust equipment, displays or items to ensure all exits are clear and to prevent any fire hazards.

Any bands equipment, DJ equipment or other entertainment equipment organised by the function organiser must have current electrical tagging and fulfil all Occupational Health and Safety requirements as per the National Standards. A copy of the operator's Public Liability insurance must also be provided.

xvi. **Insurance:**

The Carousel Inn will not accept responsibility for loss of, or damage to any equipment or merchandise left on the premises or other property in the Hotel prior to, during or after the event. It is the responsibility of the function organiser to arrange their own security & insurance, for all items belonging to them for the period those items are in the Hotel, along with personal liability insurance.

xvii. **Promotions & advertising: –**

No discount materials or advertised deals can be used in conjunction with any functions.

xviii. **Force Majeure:**

Where matters beyond our control prevents the Carousel Inn from fulfilling its obligations under this contract, the function organiser agrees to release the Vineyard Hotel from any loss or liability or loss incidental or consequential to such matters.

I have read and accept the conditions stated in this Agreement:

Name:

Company:

Position:

Signed:..... Date:.....

Once you have signed that you understand and accept these terms and conditions, please return it and the Function Inquiry Form to hotel Manager at the following address:

Regards,
Manager
cnr. Woodstock Ave & Duke St
Rooty Hill NSW 5060
ph: (02) 9625 9199
fax: (02) 9832 8813

Carousel

Lounge

Functions

Name:	_____	Date of enquiry:	_____
Phone:	_____	Mobile:	_____
Email:	_____		_____
Address:	_____		_____
		Postcode:	_____
Function date:	_____	No of people:	_____
Reason for function:	_____		_____
Start time:	_____	Finish time:	_____
Deposit req: \$400	_____		_____
Food Deposit req:\$200	_____		_____
Accomm. needs:	_____		_____
Security needs:	_____		_____
Entertainment:	_____		_____

Food options: (private room function hire ONLY)

Menu and food options to be supplied by Woodstock Kitchen.

Please speak to our executive chef Andrew Gillard to discuss all the options available

**** Please note that no food can be brought in to functions apart from a celebration cake.
No exceptions can be made to this rule.

Bar Options:

Bar Tab ☐ Amount: \$ _____

Guests pay for
Own drinks: ☐

Instructions: _____

Tea & coffee:
\$30 flat rate ☐

Other information:

- Last drinks will be 1/2hr before hotel closes or 1/2hr before function finishing time.
- For any decorations required:
No hooks, nails, sticky tape, double sided tape etc can be used in setting up decorations .

ONLY 3M hooks, blue tack ONLY – please confirm with Manager.

- Hotel hours:
 - Mon . Tue: 10am-3am
 - Wed . Thu: 10am-3am
 - Fri . Sat : 10am-3am
 - Sun: 10am-10pm

Organisers signature to confirm all
details on this booking sheet

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