

CONFIRMATION

A booking is only confirmed upon receipt of this signed Terms & Conditions agreement along with 25% deposit of agreed minimum spend.

In certain exceptional and unforeseen circumstances it may be necessary to assign a different area/room, providing sufficient notice where possible

Functions held on the Rooftop are not guaranteed a specific area/space until final numbers of all functions on this date are advised. Own music & amplified speeches are not permitted unless Rooftop is booked exclusively.

FINAL DETAILS

Final Details Form [provided by Event Coordinator] is due no later than 13 working days prior to the booking date.

At least 20% of the agreed minimum spend must be allocated towards catering.

Menus are subject to change at any time in line with produce availability

Apart from birthday cakes, no other food is permitted to be brought into the venue

Should the agreed minimum spend not be met during the event, the outstanding amount will be absorbed as room hire.

Final numbers & full prepayment are due 5 working days prior to the booking date.

Decreased event numbers within 5 working days will not be accepted.

Increased event numbers within 5 working days must be discussed with Event Coordinator.

LOSS & DAMAGES

Decorating the function room/area is allowed however certain decorations are not permitted [i.e. Confetti, sticky tape, table scatters, party poppers, sparklers]. In the instance that these items are used the client is liable for any damages caused and/or cleaning expenses associated.

The Fox Hotel does not accept responsibility for the injury, damage or loss of, any client's property left in the premises prior to, during or after an event. Any damages caused to The Fox Hotel property during an event are the financial responsibility of the client.

SECURITY & BONDS

In order for The Fox Hotel to fulfil its obligations under the Liquor Act in respect to ratio of security providers to guests, all functions may be subject to the requirement of a hotel appointed security guard. If this is deemed necessary, this will be at the expense of the client. This is charged at \$48 per hour for the duration of the function [minimum 4 hours applies]. This will be charged in addition to the agreed minimum spend.

A credit card is required as a Security Bond in the instance of any damages caused to The Fox Hotel.

MINORS

Any guests under 18 years of age must have their parent/ legal guardian's supervision at all times and are restricted to movements within the function area only. They are also required to be signed-in by their parent/legal guardian on arrival and must wear the provided wristband to ensure easy identification. All minors must vacate the premises by 10pm.

All minors attending a function must be outlined on the "Minor Attendance Notification" form [provided with Final Details Form]. In the instance a minor not on this form arrives at The Fox Hotel, they will be denied entry.

The Fox Hotel has zero tolerance on underage drinking. Should a minor be found consuming alcohol the function may be shut down. For 18th – 21st birthday celebrations the total amount of minors that will be permitted entry will be limited. Please consult your Event Coordinator for further details.

CANCELLATION

We would be disappointed if the booking cancels however, should this occur the following conditions would apply:

Written notification must be provided to Event Coordinator

Notice of 12 weeks prior to the booking date the deposit will be refunded in full

Notice less than 12 weeks prior to the booking date the full deposit will be retained

Notice within 4 weeks of the booking date the deposit will be retained plus an additional 25% of the agreed minimum spend will be invoiced for payment within 7 days.

Notice within 2 weeks of the booking date 100% of the agreed minimum spend will be invoiced for payment within 7 days.

Any cancellation charges for third party items hired on behalf of the client are payable by the client

Change of date or postponement of event booking will be treated as a cancellation at the discretion of Event Coordinator

Event bookings in November/December may have additional cancellation policies.

The Fox

REGULATIONS

Government regulations state that a current Australian drivers' license (valid with photo), a current passport, or an 18+ Card are the only valid documents to allow entry to The Fox Hotel. Please advise guests, that any persons not able to produce valid ID will be refused entry.

The Fox Hotel management and staff, including our contracted crowd controllers, adhere to the laws governing the Responsible Service of Alcohol – Queensland Liquor Licensing Department. Patrons showing signs of undue intoxication or disorderly behaviour will be refused service and will be asked to leave the premises. Management has the right to exercise regulatory conditions at any time during a function if it is believed that the alcohol consumption rate is excessive.

I agree to the above Fox Hotel Function Terms & Conditions and agreed minimum spend.

Signed _____

Date _____

Printed Name _____

Company _____

Please note the event is NOT confirmed until paperwork & 25% deposit of the minimum spend are received by The Fox Hotel.

EVENT DETAILS

PLEASE FILL IN ALL INFORMATION

Date		Company	
Area		Contact Name	
Event Name		Phone	
Timings		Email	
Approx. Numbers		Postal Address	
Minimum Spend		Deposit [25%]	

CREDIT CARD AUTHORISATION

I hereby authorise The Fox Hotel to debit the Credit Card, details stated below

Card Type	VISA	MASTERCARD	AMEX*	DINERS*
Cardholder Name				
Card Number				
Expiry Date				
Amount to Charge				
Cardholder Signature				

** Please note a 3% surcharge will be charged for AMEX and Diners.*

DIRECT DEPOSIT

If paying deposit via EFT, a copy of the transaction receipt must be provided with paperwork

BSB	034 033
Account Number	197 466

Thank you for choosing The Fox Hotel and on behalf of The Fox team we look forward to working with you towards a successful event.

Hayley Rankin – events@thefox.com.au