



ROUNDHOUSE
HOTELS



DIPLOMAT
BOUTIQUE HOTEL



PREMIER
HOTEL & APARTMENTS

EVENTS AND CONFERENCES BOOKING FORM

EVENT DETAILS

HOTEL: PREMIER DIPLOMAT

EVENT DATE: _____

EVENT NAME: _____

ORGANISERS DETAILS

NAME: _____

COMPANY (if applicable): _____

ADDRESS: _____

CONTACT NUMBER: _____

EMAIL: _____

PAYMENT DETAILS

Please debit \$500.00 from the following credit card. I understand the deposit will be taken on receipt of this form and is non-refundable. Credit Cards incur a surcharge of 1.2%

VISA MASTERCARD American Express Diners Club

NAME ON CARD: _____

CARD NUMBER: _____

EXP DATE: _____

CCV: _____

CARD HORLDER SIGNITURE: _____

DECLARATION

In paying this deposit I, (insert name) _____ have read, understood and agreed to the terms and conditions attached

Signature: _____ Date: _____



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TERMS & CONDITIONS

By booking directly with Premier Hotel, Diplomat Hotel and/or their websites you are agreeing to the following terms and conditions

GENERAL

The Hotel reserves the right to refuse service and cancel any reservation that does not meet the following terms and conditions

You must be at least 18 years old to make an Event booking.

CANCELLATION

All cancellations must be received in writing

All deposits are non-refundable

Cancellations less than 14 days prior to the event will incur a cancellation fee equal to 50% of the total estimated cost for the event.

Date Changes we be accommodated if space is available and the new date is within 30 days of the original booking.

PAYMENT

Credit Card Payment is taken 72 hours prior to the event.

EFT Payment is required 14 days prior to the event

Visa, MasterCard, American Express & Diners Cards all incur a surcharge of 1.2% for each transaction

All prices are in Australian dollars, are inclusive of GST and do not include commission (unless otherwise stated).

ADDITIONAL CHARGES

A surcharge of 25% on Sundays and public holidays is applicable for events under \$2000. This surcharge is reflected in the quote.

BAR TABS are settled at the time of the event, on its completion. A credit card pre-authorisation for all bar tabs and will be taken prior to the event, only the total of the bar tab will be charged.

Early access to the function room is subject to availability, must be made by prior arrangement and may incur a fee.

A venue hire charge of \$250.00 per hour will apply for any functions that continue past the agreed finishing time.

Assisting client's setting up or packing down equipment or goods can be arranged in advance and may incur a fee.

CATERING

Menu selection and dietary requirements are required two (2) weeks prior to the event

Final numbers are required 72 hours prior to the event.

Run sheets (detailing all aspects of the event) must be signed and returned 72 hours prior to the event.

All amendments to run sheet must be signed and returned within 24 hours of receipt.

Should numbers increase on the day of the event the hotel will endeavour to accommodate catering requirements but cannot guarantee availability of all meal options.

Self-catering is not permitted.

Removal of function food from the hotel is not permitted.

LOSS OR DAMAGE

The organiser is responsible for loss or damage of the hotel facilities by their guests.

A cleaning fee will be charged for damage or misuse of hotel facilities above standard wear and tear.

GUEST CONDUCT

Roundhouse Hotels reserves the right to refuse service, remove guests from the premises or close functions if guests are behaving inappropriately.

Roundhouse Hotels provides beverages in accordance with the responsible service of alcohol.

Refunds will not be issued if a function has been terminated due to guest conduct.