



Terms & Conditions

Confirmation of Booking/Deposit:

A tentative booking will be held for a period of 7 days, after which time if the booking confirmation form and deposit has not been received the booking will automatically be released.

A deposit of \$500 is required to secure your booking. Once the deposit is paid, the specified area is booked for your use only and all other potential clients will be turned away.

Confirmation of final numbers:

Function clients must confirm food and beverage selections at least 10 working days prior to the function.

Final numbers - Clients will be required to pay according to final numbers.

Cancellations:

All cancellations must be made in writing to the function coordinator.

If a booking is cancelled:

- More than 30 days prior to the function a full refund of the deposit will apply.
- Within 30 days prior to the function the client will forfeit the deposit.
- Within 7 days prior to the function the client will forfeit the deposit and on The Shamrock Hotels request in writing, pay up to 50% of the minimum spend.

Payment:

All functions must be paid with cash or credit card at least 10 working days prior to the date of the function unless otherwise specified. If using a bar tab, payment can be made upon conclusion of function.

Consumption of outside food and Beverage:

No food or beverage of any kind will be permitted to be brought into the venue by the client or any other person attending the function unless by prior arrangement with The Shamrock Hotel.

Public holiday surcharges:

For events on public holidays a surcharge of 10% of total spend will apply.

Equipment, decorations and entertainment:

To personalise your function or for a unique atmosphere we are more than happy to arrange special equipment, decorations or entertainment through our range of suppliers. Please enquire if you would like us to organise flower arrangements for you. Charges will apply dependant on the arrangement.

No smoke machines are permitted.

Access to venue:

The client may be allowed access to the venue two hours prior to the commencement time if practical. This includes DJs, musicians, event organisers and suppliers. The Shamrock Hotel requires 24 hours notice for access.



Extras:

Extra beverages or food purchased during the function will be finalised upon completion of the function.

Extension of function time @ \$75.00 per hour.

Bond:

A \$250.00 bond is required for all 18th birthdays or any event that is presumed to be high risk by our management. After inspection of the venue this bond will be refunded within 5 days of the event providing no damage has been caused to the venue or incidents incurring.

Signage:

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building.

Signage in The Shamrock Hotels public areas must be kept to a minimum and must be approved in writing prior to the function.

Security:

The client is responsible for conducting their function in an orderly manner and in full compliance with state laws. The Shamrock Hotel reserves the right to eject any guests if their actions are deemed to be noisy, offensive or illegal. The Shamrock Hotel requires all 18th through 21st birthday parties to have security at the expense of the client @ \$60 per hour for the entirety of the function.

Responsible service of alcohol:

The Shamrock Hotel reserves the right to refuse supply of alcoholic beverages to any guest that are deemed to be under legal drinking age, intoxicated or behaving in an offensive manner.

Management's decision is final.

Responsibility:

The client is financially responsible for any damage to the venue. General cleaning is included in the cost of the function, however specialist cleaning resulting from actions at your event will be charged accordingly. The Shamrock does not accept responsibility for damage or loss of goods left on the premises prior to, during or after your function. All possessions etc. must be removed before midday following the function unless otherwise specified.

Minimum spend:

A minimum spend of \$2000 applies to all functions.