



ROOM HIRE

FULL ROOM: \$1000

HALF ROOM: \$700

ROOM HIRE INCLUDES: SET UP, LINEN TABLE CLOTHES,
ACCESS TO IN ROOM BAR AND STAFFING.

PLEASE NOTE:

IF BAR EXCEEDS \$1500 (INC GST) THE ROOM HIRE WILL
BE WAVED / REFUNDED.

MORE INFORMATION

FUNCTIONS MANAGER CLAUDIA

ON 9632 1888 OR

E: crownonmccredie@lesday.com

TERMS AND CONDITIONS:

CONFIRMATION

All bookings must be in writing with a deposit to secure the booking. Your booking will not be confirmed with the function centre until the terms and conditions are signed and returned.

CANCELLATION

Clients may only cancel their booking in writing to the function centre. If the cancellation is made 60 days prior to the event date then a full deposit will be reimbursed. If the cancellation is made less than 60 days prior to the event then the client forgoes the deposit.

FINAL NUMBERS

Final numbers are required 5 days prior to the event; all charges are based on these numbers (unless prior arrangements have been made with the functions coordinator).

ROOM HIRE

Room hire is \$1000 (inc gst) including set up, linen table clothes , access to bar and staffing. However if the bar spend total exceeds \$1500 room hire will be waved/refunded.

PAYMENTS

Full amount is to be paid 5 days prior to the event, when the final numbers are confirmed; Payment of beverage tab is to be made 1 day prior.

SMOKING AREA

The function area is strictly **NON SMOKING**. If your guests require the use of a smoking area then guests will be directed to the designated smoking area of the hotel, which are the gaming room or beer garden.

CONDUCT

Clients will be responsible to ensure that all persons in attendance act in an orderly fashion. The function centre and hotel reserves the right to remove any persons from the function whose behaviour is improper or undesirable at the discretion of the event coordinator. Under no circumstances is alcohol or food to be brought onto the property, any found will be discarded immediately. There is no loitering outside of the function room to ensure the motel guests are not disturbed

DAMAGES

Clients are responsible for any and all damages caused by any member of the function party or hotel, motel and function centre during the period of the function and of their guests.

SECURITY

All functions at The Crown On McCredie requires a minimum of 1 security guard for every 50 people which will be charged to your event bill.

SECURITY FEES: 5 HOUR EVENT

1 TO 50 GUESTS - REQUIRES 1 GUARD - \$44PH = \$220

51 TO 100 GUESTS- REQUIRES 2 GUARDS- \$44PH = \$440

101 TO 150 GUESTS- REQUIRES 3 GUARDS- \$132PH = \$660

Guards are supplied from the sun security group and work alongside with the hotels security guards. Guards are to be booked for the duration of your event which is generally 5 hours.

NAME:

ADDRESS:

PHONE:

DATE OF FUNCTION:

I HAVE READ AND UNDERSTOOD THE ABOVE TERMS AND CONDITIONS OF THE CROWN FUNCTION ROOM, CROWN ON McCREDIE HOTEL.

SIGNED:

DATE: