

# Exclusive Bookings at Hemingway's

## [General Terms and Conditions]

Thanks very much for choosing to have your function with us here at Hemingway's – we look forward to helping you celebrate. Below are just a few terms and conditions that need to be agreed upon in order to secure your booking:

Exclusive hire of the dining room attracts a minimum spend to cover the cost of closing the space off to our regular diners:

Monday to Friday \$50/head (7am to 4pm) or \$100/hour hire fee (whatever works better for you)

Saturday and Sunday exclusive breakfast/ lunch \$2000 (8am to 12pm/ from 12pm to 4pm)

Friday \$2000 for the entire evening (6pm to 11:00pm)

Saturday \$3000 for the entire evening (6pm to 11:00pm)

This minimum includes total spend on food and drinks, by both the guests and the hosts. Final balance needs to be paid on the day/night of the event. If this minimum spend is not reached, the difference must be made up on the night by the host. Hemingway's reserves the right to use the below credit card details to process the payment if necessary.

### **Our cancellation policy in writing is as follows:**

Less than 30 days notice 25% of the total minimum spend

14 days notice: 50% of the total minimum spend

7 days notice: 75% of the total minimum spend

To view the venue, please contact your Function Coordinator to arrange a time.

Noise restriction: We can allow a DJ if previously discussed with your function manager. If noise restrictions are exceeded Hemingway's Manly has the right to conclude the entertainment for the function.

Damage: The client will be accountable for any loss or damage which is caused to the Hotel by any guests of your function.

All food must be pre-ordered a week in advance to allow our chefs to adequately prepare and order. Please note menus are subject to change due to season and availability, Please feel free to bring in a birthday cake. Hemingway's will provide plates and cutlery. There will be a \$4 cake charge per head.

The maximum licensed capacity of the upstairs dining room is 50. Decorations of the space are welcomed during the exclusive hire period yet must be removed for when the space is open to the public. Hemingway's adheres to strict RSA regulations and cannot be lenient even for private functions. Management reserves the right to refuse entry and/or service to guests showing signs of intoxication. Bar last orders are at 10:30 pm with all guests to have vacated by 11pm.

There will be a 10% discretionary service charge added to the bill/bills which is not included in the minimum spend.

Function Date: \_\_\_\_\_ Contact: \_\_\_\_\_

Number of guests: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish time: \_\_\_\_\_

Food choice: \_\_\_\_\_ Beverage: \_\_\_\_\_

Special requests: \_\_\_\_\_

Card Type: \_\_\_\_\_ Name: \_\_\_\_\_

Card Number: \_\_\_\_\_ EXP: \_\_\_/\_\_\_ CVV: \_\_\_\_\_

Phone Number: \_\_\_\_\_

By filling out the details above and returning this form you are agreeing to the above terms and conditions