



# Ambassadors Hotel & Ambar Lounge

## Venue Hire Agreement

***Date of Agreement:***

### ***1.0 Parties involved in Venue Agreement:***

- Ambassadors Hotel (Triple 3 Pty. Ltd. or Ambar Lounge Pty. Ltd. ): 107 King William Street, Adelaide SA, Australia 5000, ABN. 14 131 850 818
- Client Name :

This agreement allows the Client/s to hire the designated venue area for a specified time, whilst adhering to all terms and conditions of this contractual agreement as well as the normal operating conditions of the venue. The Client must pay all fees and charges relevant to the venue hire.

### ***2.0 Schedule***

*Venue:*

*Date of Event:*

*Time of the Event:*

*Type of Event:*

*Number of Guests:*

- Estimated:
- Maximum Permitted under license :
- Final Numbers: (To be confirmed 10 days prior to event)

*Venue Hire Period:*

- Room access time: (Within 3 hours of the Event)
- Event Completion Time:

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Initials:

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*Venue Hire Costing:*

<i>Description</i>	<i>Cost</i>	<i>Details</i>
Venue Hire Deposit	\$150 Up to 3 hours	Required within 7 days of making a tentative booking. Payment of deposit will confirm the booking.
Venue Hire	\$150	Waived if minimum spend of \$1000 is reached.
Venue Hire Deposit	\$300 Up to 5 hours	Required within 7 days of making a tentative booking. Payment of deposit will confirm the booking.
Venue Hire	\$300	Waived if minimum spend of \$2000 is reached.
Food Products Provided	\$	
Beverage Products Provided	\$	

AV Technology, Lighting etc.	\$	This is an additional cost to be paid for by the Client.
Security	\$	It is recommended that one security guard is provided for 50 people, 2 for 100 etc. This is considered at the discretion of the Licencee. Increased security may be required for occasions such as 18 <sup>th</sup> and 21 <sup>st</sup> Birthdays, or any other occasion where it is deemed necessary. This cost is to be paid for by the Client. The client will not be permitted to retain security services themselves, this must be undertaken by Ambassadors Hotel.
Other Charges	\$	
TOTAL VENUE HIRE CHARGES	\$	

### **3.0 Terms and Conditions:**

- Payment of the deposit must be made within 7 days of a tentative booking. Once the deposit is paid the booking is confirmed and our cancellation policy then applies. Cancellations made over 45 days prior to the event will receive a full deposit refunded; between 45-30 days 50% of the deposit will be refunded. We regret to advise that we are unable to refund deposits for cancellations with less than 30 days notice. This Venue Hire Agreement will be signed on receipt of the deposit when the event is confirmed.
- Payment of food costs must be made prior the event commencing. A drinks tab may be run for the duration of the event, but only if a valid credit card is held as a security bond. Any unpaid expenses remaining at the conclusion of the event will be charged to this credit card, unless by prior arrangement with the venue management. Details of such arrangement can be found in section "4.1 Alternative Payment". These unpaid expenses include all unpaid food and beverage expense as well as other expenses considered in these terms and conditions.
- Ambassadors Hotel accepts Eftpos or Credit Cards. Personal cheques are not accepted. Company cheques are accepted by prior arrangement only. AMEX and Diners Club Cards will incur a 3% surcharge.
- Ambassadors Hotel requires confirmation of the menu selection and final guest numbers 10 days prior to the event commencement. If the Client fails to provide final guest numbers, event costing may be based on the last available guest estimation. Any dietary requirements must be highlighted at this time also.
- Only food and beverage purchased from Ambassadors Hotel is to be consumed during the Client's function. Special occasion cakes are permitted to be brought into the premises, however they must be made by a HACCP recognised provider. Should the client need to bring additional food onto the premises for religious or health reasons, it may be necessary for the client to sign a waiver, acknowledging their responsibility for the food safety and hygiene practices. This waiver will waive any liability on the part for Ambassadors Hotel for an injury caused as a result of the additional food being brought onto the premises. Any additional food and beverage agreements will be listed in section "4.2 Additional Food and Beverage Requirements."
- Cakeage charges will apply if the cake is cut and served by Ambassadors staff.
- Ambassadors Hotel will Endeavour to provide the client with all Food and Beverage requests, should they be from the current menus and stock lists. Should the client wish for the venue to purchase additional stock that is not kept on hand, the client will be liable for all purchase costs. Any additional stock including all additional alcohol will be purchased by Ambassadors Hotel. None of the client or guests shall be permitted to bring alcohol into the venue for the event.
- Ambassadors Hotel is able to source and provide AV Technical and Sound equipment for the Client should it be required. Ambassadors Hotel requires the Client's confirmation of this at

least 21 days prior to the event commencement. In the occasion that equipment is booked by the venue on behalf of the client and the client then changes their mind or no longer requires the equipment, the client may be held liable for any cancellation costs. If the cancellation occurs within 7 days of the event commencement, the client will be held liable for the full hire costs.

- Ambassadors Hotel will require the client to enter into any hire agreement for the hire of AV Technical and Sound equipment directly with the hirer. Ambassadors Hotel will not be liable for any resulting damage from the use of this equipment.
- In accordance with Licensing Laws, it is required that all persons under the age of 18 vacate the premises by midnight. All guests will be subject to ID checks in accordance with the Ambassadors Hotel's usual policies and procedures, and the Ambassadors hotel reserves the right to refuse entry or remove guests who are minors consuming alcohol or supply or allot the supply of alcohol to minors. Ambassadors Hotel staff and guests must at all times adhere to the various liquor licensing laws that apply to the venue.
- All minors must be identified to the venue management prior to the event and also at the event commencement. Guests may be requested to wearing identifying wristbands at the discretion of the Ambassadors Hotel.
- Decorations are permitted for functions; the client must notify Ambassadors Hotel of the type and style of decorations to be used. No decorations are to be adhered to any walls or surfaces of the venue without the prior approval from management. All decorations are to be removed at the conclusion of the event, otherwise additional cleaning costs may apply.
- General cleaning is included in the overall function package. Should the venue require cleaning that is deemed excessive, an additional charge will be charged to the client's credit card. The Ambassadors Hotel will charge cleaning charges for cleaning and removal of vomit, a minimum charge of \$50 will be payable for such cleaning.
- Any damage and/ or excessive breakages that are deemed the responsibility of the event organizer will incur additional charges which will be charged to the client's credit card. This includes damage to hired equipment. Ambassadors Hotel does not accept any responsibility to the damage or loss of client property left on the premises during or at the conclusion of the event.
- Security is required for all events with over 100 guests, and may be deemed essential for certain functions. Security requirements are at the discretion of the venue management. Security services must be sourced and approved by Ambassadors Hotel who uses registered and certified Security agents. All costs incurred in the hire of the Security will be paid by the client.
- Pricing and menu options are subject to change without notice, including the availability of certain items. The client will be informed of any changes as soon as they occur. The quotation of the food costs will be considered final and honored providing the necessary time limits are adhered to.

**4.0 Additional Venue Hire Agreement Information**

(Only if applicable and by prior arrangement with Ambassadors Hotel management)

**4.1 Alternative Payment**

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**4.2 Additional Food and Beverage Requirements / Waiver for Responsibility**

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I/ We..... (the Client) agree and take full responsibility for any food that is brought onto the premises from an outside provider, I/We acknowledge that the venue can not be held liable for any fault or injury to guests as a result of such products including but not limited to health, safety and quality standards of such items and allergic reactions.

**5.0 Client Acknowledgement**

I / We ..... (The Client) have read and understood all the Terms and Conditions as outlined in this Venue Hire Agreement. I/We acknowledge that these terms and Conditions are additional to the general requirements of patronage enforced by the Ambassadors hotel management and staff.

I/ We agree to pay for all costs incurred that are relevant to the hire of this venue.

Name/s: \_\_\_\_\_

Signature/s: \_\_\_\_\_

Date: \_\_\_\_\_

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**Credit Card Details** (This section of the Venue Hire Agreement will be destroyed for the Client's privacy and security at the conclusion of the event and payment of all costs.)

Name on Card: \_\_\_\_\_

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

Card Number: \_\_\_\_\_

Expiry: \_\_\_\_\_

Security Number: \_\_\_\_\_

Signature: \_\_\_\_\_