

Deposit, prepayment and confirmation of bookings

1. To confirm a function booking, a standard fee of \$250.00 is required as a deposit along with credit card authorisation and terms and conditions forms completed and signed. (Credit card authorisation forms must be completed using the credit card details of the person responsible for the entire payment or balance).
2. To confirm a function booking for the December period, a standard fee of \$500.00 is required as a deposit along with credit card authorisation and terms and conditions forms completed and signed. (Credit card authorisation forms must be completed using the credit card details of the person responsible for the entire payment or balance).
3. Should the above mentioned deposit and forms not be received by the due date, the Orient Hotel reserves the right to cancel reservations held on the client's behalf.
4. The minimum number of guests must be confirmed 7 days prior to the function.
5. Any variations in beverage consumption, any increase in confirmed numbers, any extension of the event time and any other agreed additional costs incurred are payable on the night, unless otherwise arranged.
6. Invoicing is only permitted if a credit agreement has been established with the Orient Hotel.

Cancellation

1. If cancellation occurs less than 2 weeks before the function date, 50% of the deposit will be refunded.
2. If cancellation occurs less than 1 week before the function date, the client will not receive any refund on their deposit.

Expected Conduct & Loss or Damage of Property

1. The client shall conform to the requirements of Local Government Acts & the Orient Hotel's policies and will be liable for any breach of these.
2. The management of the Orient Hotel reserves the right to remove patrons attending functions from the premises for unruly behaviour and/or showing signs of intoxication as determined by the management's discretion or by RSA regulations.
3. The client shall remain responsible at all times for any loss or damage to the property of the Hotel caused by the client, guests and invitees.
4. We are extremely careful when looking after guests and their property, but unfortunately cannot take responsibility for the damage or loss of items belong to guests before, during or after a function.
5. All 18th and 21st birthday celebrations require a \$500 Damage Deposit which shall be returned upon a post event damage inspection.

Entertainment and Additional Services

1. If you book the Rooftop nightclub, we can arrange a DJ at the rate of \$90 an hour. Downstairs, live music plays nightly from 9pm. In other areas, music will be provided, but the client is also welcome to bring their own CDs, i-pod or mp3 player.
2. Additional Security may be required for your event at an additional charge.
3. The Orient Hotel is happy to quote for and arrange any equipment or entertainment that may be required for your function (bands, decorations, flowers, etc). The cost of these will be added to the total function bill plus a 15% service fee.
4. Delivery of hired equipment supplied by the client to the hotel must be advised to the Function Coordinator prior to the delivery and must be delivered to a designated area. The hotel will not be responsible for the cost, security, set-up or transportation of this equipment and will not be responsible for any damage or loss sustained. All goods must be collected at the conclusion of the event unless special arrangements have been made with the Function Coordinator.

Children

1. Children are only allowed in the Orient Restaurant and in the Atrium and only until 10pm. In particular, minors are not permitted in the Gaming and TAB areas.
2. It is illegal to serve alcoholic beverages to any person under 18 years of age and the Orient Hotel reserves the right to request suitable identification.

Unforeseen Circumstances

1. In the event of inability to comply with any of the provisions of this contract by virtue of any cessation or interruption or electricity or gas supplies, industrial disputes, plant or equipment failure, unavailability of food items, other unforeseen contingency or accident, the Hotel reserves the right to cancel any booking or refund any deposit without notice.
2. Due to unforeseen circumstances, should the room/s reserved be unavailable, we reserve the right to substitute similar venues. Every effort will be made to advise you in advance.

Agreement

I hereby agree to the terms and conditions outlined above and I am aware the information supplied may be used in follow up communications.

Signed: Name (please print):

Company:Function Date:

To secure your booking, please provide a deposit of \$250 by completing the credit card slip below.

Card Number:

Card Type: Visa / Amex / Diners / Other (please specify) _____

Expiry Date: _____/_____/_____ Today's Date: _____/_____/_____

Amount: \$ _____

Signature: _____



ORIENT HOTEL

SYDNEY SINCE 1844

Client Information & Event Enquiry Form

Please contact The Orient Hotel on 9251-1255 if you wish to discuss your enquiry

Alternatively you can complete the following event enquiry form and fax to 02 9247 4569

E-mail Alisha@ryanshotels.com.au or Jade@ryanshotels.com.au

Company Information

Company Name:
Company Address:
Company Phone:
Company Fax:
Company Web:

Client Information

Client Name:
Position:
Direct Phone:
Mobile Phone:
E-mail:

How did you hear about The Orient Hotel?

Event Information

Event Name:
Date of Event:
Number of Attendees:

Type of Event:
Time of Event:
Room:

Event Requests

Beverage Options:	Cash Bar	Bar Tab	Beverage Pack		
Food Options:	Canapés	Set Menu	Conference	Bar Menu	A la Carte
Audio Visual:	Plasma TV	Microphone	Lap Top	Projector Screen	
Entertainment:	Own music	D.J	Trivia	Other	
Miscellaneous:	Decorations	Props	Flowers	Other	

Please advise us of any other requests you may have or any additional information you may need incorporated into planning your event.