

FUNCTION BOOKING FORM



In submitting this booking form, I acknowledge and declare that I understand all information provided by the FRIEND IN HAND HOTEL.

I Agree that all guests will abide by the following:

- Support 1.5 physical distancing where possible,
- Avoid congestion of people in specific areas where possible.

You must still use the NSW Government QR code system.

TERMS & CONDITIONS: To secure your function, a signed booking form and deposit are required. Care will be taken to allow bookings time to confirm. If the minimum spend is not met, the difference may be charged to the patron. Catering payment is required 7 days prior to your event. Payment is accepted via Credit Card. Additional security may be required at the cost of the patron. Subject to Special Note 1, cancellation within fourteen days of the function booking will result in the loss of the deposit in full.

I confirm that I will comply COVID-Safe event plan AT the Friend In Hand.

If not don't the booked event won't go ahead and can be cancelled at any time without refund.

I confirm all guests are my responsibility including but not limited to venue compliance, Covid Safety regulations, Conditions of entry at the venue.

I confirm I have informed all guests and have advised them not to attend venue should they be presenting any flu like symptoms.

SPECIAL NOTE: If a confirmed booking is cancelled by a function organiser or Friend In Hand due to a COVID-19 related event (to be determined at the FIH sole discretion) the function organiser's deposit will be refunded in full. If a confirmed booking is varied (particularly for a reduction in function guest numbers) by a function organiser or Friend in Hand due to a COVID-19 related event (to be determined at FIH sole discretion) the booking may be varied accordingly, without charge to the function organizer.

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OCCASION

(No 18th or 21st Birthdays)

MINIMUM SPEND

\$1000

This can be on Food & Beverages.

DATE OF FUNCTION

DEPOSIT AMOUNT

\$500

Deposit amount will be refunded once minimum spent amount is met (\$1000) and no damage to the room.

ARRIVAL TIME

(Minimum 5 hours)

COMPULSORY SECURITY GAURD

\$40P/H

A Security guard is compulsory to have at all functions held at the Friend in Hand hOTEL.
(minimum 5 hours)

CONTACT NAME

EMAIL

MOBILE

COMPANY

SPECIAL REQUIREMENTS

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METHOD OF PAYMENT

Note - Catering must be Paid 7 days prior to function. Bar tabs may be pre-paid, or paid on conclusion of the function.

CREDIT CARDS

I/WE AGREE TO THE TERMS & CONDITIONS OUTLINED ABOVE

CARD HOLDER NAME

NAME & TITLE

CARD NUMBER

DATE

CCV

AUTHORISED SIGNATURE

CARD TYPE

DO YOU REQUIRE ANY OF THE FOLLOWING?

•Big screen •P.A system • Disco lights, please let us know prior to the event so we can organise these ready for you. You can also select from our FOX T.V, SKY racing channels to play from. AUX cable (iPhone & android compatible for the whole room available).

EXPIRY