



115 Reserve Road, ARTARMON
Phone: 9437-0000 Fax: 9437-6666
Postal Address: P O Box 117, Artarmon, NSW, 1570

To book a function at The Freeway Hotel

Please print this page and return by fax to 94376666 or Post.

First Name..... Surname.....
Company Name (if applicable).....
Address.....
Suburb State.....Postcode.....
Mobile Business Phone.....
Fax Home Phone
Email
Function Name.....
Function Date Number of Guests Attending

Room selection (Please Tick)

Upper Level Mid Level Lower Level Terrace Level

Extra Waiting Staff - \$25.00/hr (min 3 hours)
Recommended 1 staff member per 35 guests (optional)
Security Staff - \$ 35.00/hr

Function Menus (Please Tick)

Cocktail Parties Menus Menu 1 Menu 2 Menu 3
Buffet Menus Menu 1 Menu 2
Full Menus Menu 1 Menu 2 Menu 3

Prior to returning this form please contact our Function Manager regarding your specific requirements on 9437 0000.

We have read and agree to the terms and conditions as specified and enclose the required deposit of \$.....

Payment Details: Cash Cheque Visa Mastercard Bankcard Amex

Credit Card Number:

Expiry Date: Signature: _____

We undertake to pay the balance by /...../..... and also to settle any further outstanding accounts on the day of our Function.

Signature.....Print Name.....



TERMS AND CONDITIONS

Booking & Confirmation – A 50% deposit is required (refer Deposit below) to ensure your booking is confirmed and must be forwarded to the Freeway Hotel when making your reservation. Tentative reservations will only be held for 7 days. If confirmation is not received, management reserves the right to cancel the booking and allocate the function space to another client.

Deposit – A 50% deposit (of the minimum spend requirement) must be given at the time of confirmation. The minimum spend is calculated on the catering charge and the cost of extra staff, including security, for the minimum number of guests.

Guaranteed Numbers- An estimate of your guest numbers will be requested 14 days prior to your function, for staffing purposes. Guaranteed minimum numbers of guests attending the event is requested 3 working days prior to the event.

Function Area Reservation

If it is necessary and due to circumstances beyond our control, the Freeway Hotel reserves the right to change allocated function areas. The Freeway Hotel reserves the right to book other functions in the same area up to 1 hour before the scheduled function commencement time and 1 hour after the scheduled finishing time.

Cancellation of Bookings- In the event that a confirmed function must unfortunately be cancelled, the following cancellation charges will apply: Any cancellation of a booking that takes place within 48 hours prior to the scheduled start will not be entitled to a refund and will also be responsible for all food costs incurred. Any cancellation of bookings that take place with less than 7 days notice, will forfeit the deposit unless the space is resold.

Damages

Organisers are financially responsible for any damages sustained to the Freeway Hotel property during functions. No items are to be attached, pinned, nailed, screwed, stapled or glued to the walls, doors, furniture or other surfaces of any area in or around the venue.

Alcohol Policy

In order to comply with its legal and social responsibilities, the Freeway Hotel has a policy on the responsible services of alcohol. All 21st Birthday functions must supply a guest list on the night and everyone must bring ID.

Security – It is the Freeway Hotel's requirement that security is present for all 21st Birthday parties

Due to the Hotel's Harm Minimisation Policy, it is at the Hotel's discretion to require extra security at any function, with the cost to be born by the client.

Prices / Payment Arrangements

Every endeavour is made to maintain prices as printed, but these may be subject to change without notice.

ANY OUTSTANDING BALANCE IS TO BE SETTLED ON THE DAY OF YOUR FUNCTION BASED ON YOUR PREVIOUSLY CONFIRMED AND "GUARANTEED NUMBERS" (SEE ABOVE). Please note that the Freeway Hotel does not offer account facilities.

We have read and agree to the Terms and Conditions as specified above:

Signature _____ Print Name _____ Date:/...../.....