



Function Terms and Conditions

For a successful function at the Queensberry Hotel we ask that you abide by a few simple requirements to ensure your special event meets your expectations and is hassle free.

Decorations

You are welcome to decorate your function area and will have access from 4pm on the day of your function. Please do not use sticky tape on our walls for photos or streamers; Bluetac is fine. We can help you organise helium balloons. To give you an idea, 100 balloons roughly come at cost of \$250. Just discuss your requirements with us and we will be more than happy to tailor to your needs.

Cakes

To make things easier we can organise a delicious cake of your choice or you can bring along your own. There is a cake charge of \$30. This includes storing, cutting and serving the cake.

Food

It is against health regulations to bring your own food. However you are welcome to bring bags of lollies.

Deposit

A booking fee of \$200 is required to confirm your event. Assuming there is no damage, your deposit will be returned to you in cash at the end of your function. Cleaning charges may come out of your deposit.

Minimum Spend

	Friday Night	Saturday Night
Side Bar	\$650	\$850
Front Bar	Not available	\$1,750
Snug / Courtyard	\$1000 – undercover area	\$2,250
Upstairs	\$1,750	\$2,500

This spend can be made up of all monies spent by yourself or your invited guests over the bar and on food. Minimum spend in December is \$2500 for all function rooms.

Confirmation of function details

A confirmation call will be made to you approximately a week prior to your event by our function coordinator to finalise food, beverage and entertainment details.

Under 18's

Under no circumstances does the Queensberry Hotel permit children under the legal age of 18, within the venue at any time. Furthermore, the Queensberry Hotel does not accept responsibility for any issues that occur.

Cancellations

Cancellations may be made through the Functions Coordinator. If a cancellation is made the \$200 deposit will not be refunded.

Methods of Payment

Cash and Credit will be accepted as methods of payment. Any other currencies such as cheque must be approved by Queensberry Hotel Management at least one week prior to the event. All payments must be received either before the day or upon commencement of your function.

After 1am Charge

There is a \$100 surcharge for parties continuing on after 1am. The decision to remain open after 1am can be made on the night of your party prior to 12:30am. The hotel can remain open until 3am if this surcharge is paid.

DJ Equipment

If required, you can hire our DJ console for \$150 for the evening. This is not included in the minimum spend.

