

Terms and Conditions

Booking, Confirmation & Payment:

Bookings will be considered tentative & held for a maximum of seven (7) days until the Booking Form is completed, signed and returned in person, or by email, the room hire paid for and credit card details are given. Food selection and full payment for food items is required no less than seven (7) days prior to the event. Beverage payments can be made in advance or at the completion of the event.

Damage:

The client will be accountable for any loss or damage which is caused to The Claremont by any guests of your function.

Prices:

All prices quoted are inclusive of GST. Whilst every effort is taken to maintain prices, these are subject to change.

Cancellations:

Cancellations that are made four (4) weeks in advance will receive a full refund. Any cancellations made less than four (4) weeks in advance will forfeit the room hire and will receive a refund on all other payments made. Cancellations made less than seven (7) days in advance will forfeit all monies paid for room hire and food.

Music:

Depending on the space booked for the function there may be a variety of music options available. The volume of the music is at the manager's discretion.

Licensing:

All persons attending the venue must be able to provide adequate identification or proof of age on request at any time. Acceptable identification in Western Australia is either a current passport, proof of age card or driver's license. The Claremont reserves the right to refuse entry or service to any persons considered by management or staff to be intoxicated, underage or creating a disturbance. Any guest deemed to be intoxicated or creating a disturbance will be asked to leave the premises. These guidelines reflect both legal requirements and the desire of The Claremont to provide an enjoyable and safe venue for all patrons

Final payment:

The Claremont will accept cash, credit card or EFTPOS for all payments in advance or on the day of the event. A credit card will need to be provided at the beginning of the function, and kept until the account is paid in full. No personal cheques will be accepted. Credit card details given when booking was secured may be used if any costs remain after the conclusion of the event.

Dress Regulations:

Do apply. Minimum requirements are smart casual wear. No singlets, "footy" shorts or soiled work wear is permitted. No thongs after 9pm please.

Additional Requirements:

Any additional equipment / decorations or props required, other than those supplied by the venue, must be confirmed with management a minimum of two weeks prior to the date of the function. Any extra time required for set up or dismantling, prior to or after a function, may incur an extra charge. Please note that the venue must approve any and all equipment or decorations, and reserves the right to disallow any material deemed offensive or dangerous. It is the responsibility of the host to ensure any additional equipment, decorations etc. are removed from the venue at the completion of the function; any decorations left at the end of a function will be disposed of unless otherwise stated in writing by prior arrangement.

Minors:

Are only permitted in certain areas of the hotel and certain function areas until 9pm. As part of our License, minors must be accompanied and in the immediate presence of a Responsible Adult (parent or Legal Guardian) at all times. The attendance of minors under the age of 18, babies and infants must be approved by management prior to the function.

Cake:

Guests are welcome to bring their own cake. We will store it and take every care however we can accept no responsibility to any damage that may occur. We will provide you with a cake knife, plates & serviettes free of charge.

Clause:

When booking a function it is the host's responsibility to give accurate details in relation to the type of function and its guests. If a guest falsifies information or a function is booked on forged pretenses The Claremont reserves the right to cancel that function without notice and at the expense of the guest.

I confirm that I

I have read and understood the above terms and conditions and agree to comply.

Signed:

Date:

Booking Confirmation Form

Contact Details:	Function Details:	Payment Options:	Office Use Only:
Name:	Date of Function:	Card Type (please circle): Visa MasterCard	Room hire amount & process date:
Company (if applicable):	Start/Finish time:	Card Number: Expiry Date: CCV:	Final payment amount & process date:
Contact Email:	Occasion:	Room hire amount (please circle): \$200 \$300 \$500	Account Number:
Contact Number:	Number of guests:		
	Agreed function space:		