



Herbert Hotel
102 Sturt Street
Townsville 4810
QLD
(07) 4771 2641
info@herberthotel.com.au

Venue Hire Booking Form

Name: _____

Contact No.: _____ Email Address: _____

Event Date: ____/____/____ Time: _____ AM / PM

Number of Guests: _____

Area to Hire:

- Herbert Manor - \$300.00
- Wyatt's on Sturt - \$300.00
- Credit Card Details

❖ Name: _____

❖ Number: _____

❖ Expiry Date: ____/____

❖ CCV: _____

I have read and understood the terms and conditions:

Signature: _____

Event Type:

- Lunch
- Dinner
- Birthday Celebration
- 18th Birthday Celebration
- 21st Birthday Celebration
- Bucks Party
- Other

Occasion: _____

How did you hear about us? _____

Special Request:



Herbert Hotel
102 Sturt Street
Townsville 4810
QLD
(07) 4771 2641
info@herberthotel.com.au

Terms & Conditions

Tentative Bookings

The Herbert Hotel will hold a tentative booking for a maximum of ten (10) days. The confirmation of your booking will be processed once a signed booking form (Including Credit Card Details) and a payment have been received by the hotel.

Deposits and Area Hire

A standard fee applies to hire the Herbert Manor or Wyatt's on Sturt of \$300.00. Failure to pay this amount within required time can result in another function being secured on your preferred date. A deposit of \$1500 is required by the hotel from YOU the HOST. The Bar requires a \$1500 minimum spend on drinks, if there is no bar tab and guest are to be purchasing their own drinks the shortfall must be covered from the \$1500 deposit (eg. Bar takings come to \$850 you will be required to pay the difference of \$750 from the deposit and receive back \$850).

Confirmation of Numbers & Menus

Confirmed final numbers and menus for all functions are required seven (7) days prior to your function. This number will be regarded as final numbers for catering purposes. There are no refunds or waived fees for any guest not present on the day. The addition of extra guest after this date will need to be paid for before the function and will incur a late-fee. An addition of extra guest/s after the confirmation date may not be able to be catered for.

Final Payment

Full payment for catering is required seven (7) days prior to your function. Additional Liquor accounts (Bar Tabs) are to be paid in full upon completion of your function. Payments can be made by cash, credit card (Amex cards are accepted and incur a 1.5% surcharge), direct deposits and company cheque (only prior to authorisation).

18th & 21st Birthday Functions

All 18th and 21st birthday functions must have a crowd controller at the host's expense of \$40/hr. The crowd controller will be booked through the hotel using our existing security provider.

Responsible Service of Alcohol

The Herbert Hotel Management & Staff, including crowd controllers, support and enforce the responsible service of Alcohol. The Herbert Hotel and staff abide by all relevant legislation relating to the service and supply of alcohol and this is reinforced and practiced in daily operations. All management and staff of the Herbert Hotel are trained in the responsible service of alcohol.

Minors

All minors must be under the direct supervision of a suitable guardian at all times. In accordance with the Queensland Liquor Licensing Laws, minors will not be served alcohol under any circumstances and any guest found to have supplied a minor with alcohol will be asked to leave without exception. Minors must be off the premises by 10pm.



Herbert Hotel
102 Sturt Street
Townsville 4810
QLD
(07) 4771 2641
info@herberthotel.com.au

Terms & Conditions

Damages

Any damages which occur to the premise during your function, either accidental or incidental must be paid for. Credit card details must be supplied for all functions to cover the cost of any damages incurred by the party. The use of decorative sprinkles (confetti/scatters) will incur a \$100 cleaning fee.

Entertainment

The provision of entertainment is subject to acceptance and confirmation by The Herbert Hotel. The Herbert Hotel reserves the right to control the sound levels at all times.

Decorations

Decorations may be provided by the host or the Hotel at the Host's expense. All decorations may only be used if approved by the Herbert Hotel. Decorations will not be stored on premise at any time. The use of decorative sprinkles (confetti/scatters) is not recommended and any customer who chooses to use these will incur a \$100 cleaning fee.

Cancellation

Notification of cancellation must be in writing with in thirty (30) days prior to the date of the proposed function to receive a refund of any prior monies paid. All other cancellations will forfeit the full amount of the venue hire.

Public Holiday Surcharge

A surcharge of 15% is applicable on Sundays and all public holidays.

Christmas Bookings

During the months of November & December all bookings to be held will require a confirmation deposit of \$500. Due to the high demand for function facilities throughout these months this deposit is non-refundable.