

# HOGANS HOTEL

FUNCTIONS BOOKING FORM

**Contact Name:**

**Name of Event (to be used on signage):**

**Address:**

**Phone Number:**

**Mobile:**

**Email:**

**Date of Function:**

**Estimated Numbers:**

**Food Requirements:**

**Beverage Requirements:**

**Additional Requirements:**

**Estimated Total Cost:**

**Deposit of \$100 is required to confirm booking**

**Type of payment:**            **Credit/Debit**            **Cash**

**Cheque**

**Credit Card Number:**

**Cardholders Name:**

**I have read & agree to Hogans Hotel's Booking terms and  
Conditions**

**Signature:**

**Name (please Print):**

**Date:**

**Office use only:**

**Account Name:**

**Booking Taken by:**

**Date:**

# HOGANS HOTEL

## FUNCTIONS BOOKING FORM

\*A tentative booking will be held for a period of 7 days, after which time if the booking confirmation form & deposit has not been received the booking will automatically be released.

\*A non-refundable deposit is required to secure your booking. The deposit is held to that date & not transferable unless more than one month advance notice is given. The deposit amount is determined by Hogans Hotel.

\*Final Numbers are required 14 days prior to the event, along with menu choices & any dietary requirements of your guests.

\*Payment is to be received in full 3 days prior to the event by EFTPOS, cash or cheque.

\*Cancelling your function within seven days of the function date will incur a fee of 50% of your estimated costs. Cancelling your event within 24 hours will incur a fee of 100% of your estimated cost.

\*We do not permit food or beverage of any kind to be brought into the venue for consumption. The exception being Cakes for birthdays, Weddings and other occasions which may incur a fee.

\* Access to the functions room for set up is in conjunction with Hogans Hotel. All musicians, DJ's etc are to contact the hotel to make arrangements prior to the event.

\*All extra purchases are to be finalised upon completion of the function unless prior arrangements have been made with management. Cheques will not be accepted on the day of the function.

\* All decorations are to be approved before the day of the function. Nothing is to be fixed to the walls (no sticky tape, blu-tac etc) and all decorations are to be of a professional manner.

\* The client is to be fully responsible for conducting their function in an orderly manner & is fully responsible for the manner of their guests. All functions are to be accordance with the state laws & Hogans Hotel reserves the right to refuse entry & reject any person deemed to be not following these. Management's decision is final.

\*The client is fully responsible for any damages to the venue. General cleaning is supplied by the hotel but any specialist cleaning required due to damages will be charged accordingly.

\*Hogans Hotel does not accept responsibilities for any damages or loss of goods left on the premises prior to, during or after the event. You , the Client are responsible for any theft that occurs during the event.

\* Chair covers and sashes are charged @ \$3 per chair & can be arranged by the hotel with at least 14 days notice.

\* All prices & menus are current at time of quotation & are subject to revision.

\* Hogans Hotel is a SMOKE free venue. There are designed smoking areas located on the ground floors & ashtrays located on the balcony of the functions room.