

**MAWSON LAKES HOTEL & FUNCTION CENTRE  
PRIVATE TERMS & CONDITIONS**



Client Name/s: \_\_\_\_\_

Day / Date(s) of Event: \_\_\_\_\_

**Availability**

If through circumstances beyond the control of the Mawson Lakes Hotel and Function Centre (MLHFC), the room hired becomes unavailable, the venue reserves the right to relocate the function to another room, within the premises. If the area cannot be made available to the hirer on the requested date, due to industrial dispute, fire, flood or any other act of God, the MLHFC shall not be liable for any loss, and/or injury suffered by the hirer, as a result of the unavailability of the venue.

**Room Allocations**

Room allocations are not made until 1 week prior to each event. Requests for specific room/s will be noted, but not 100% guaranteed. Whilst we will do our best to accommodate such requests, the final decision is up to Management discretion. Room layout must be confirmed 14 days prior to your event.

**Equipment Hire**

All equipment hire provided by the MLHFC is at an additional cost – POA.

If providing your own entertainment such as an I-Pod, DJ or Band, you/they are required to supply all necessary cords, speakers and associated equipment.

If a portable bar is requested, a setup fee of \$150 per keg is applicable, plus the cost of the beer.

Setup / floorplan of your room must be given to Management 14 days prior to your event.

DJ's, data projection, screens and dancefloors can all be organised – POA.

**Bookings / Deposit**

Please be aware that bookings are not confirmed until a \$500 deposit has been received AND the terms and conditions have been signed and returned. Deposits must be received 14 days after initial booking to confirm your booking, if a deposit is not received, and/or the signed terms & conditions are not returned, your room may be booked out to another customer without notice to you. Deposits can be paid by cheque, credit card, EFT or cash. A bond of \$500 is also applicable prior to your event going ahead and will be refunded to you the following week after your event if there are no excessive breakages and no excessive cleaning is required. A security deposit may also be required at the discretion of Hotel Management.

**Final Numbers**

Final minimum numbers must be confirmed 14 days prior to your function to allow for correct catering and staffing purposes. If numbers on the day are less than what was confirmed and/or 14 days noticed has not been given by the client, the full payment quoted will be charged and the client will not be entitled to a refund of any money's already paid. NOTE: Catering numbers are required to be the same numbers to be setup for (they can be higher), otherwise an additional setup fee may be applicable.

**Menu and Beverages**

Food and beverage selections must be finalized at least 30 days prior to your function. This needs to include any special dietary requirements (i.e. vegetarian, gluten free, etc). All food must be served before 10pm. Platters will be offered to you and your guests and then placed on a specific food table/s for your guests to enjoy. No outside catering is allowed to be brought onto the property (the only exception to this is a celebration cake where a \$45 cake cutting fee is applicable), nor is any food or beverage allowed to be taken from the MLHFC. All celebration cakes must be assembled by the client or a designated person on their behalf and if the cake is required to be cut, this can only be done by MLHFC staff (due to OHS, guests are not allowed to cut and distribute themselves). No BYO drinks are allowed. If a specific menu or beverage item is preferred, please contact the Meetings and Events Department to see if they can facilitate your request.



### **Payment**

Full payment is required 14 days prior to your function date. Methods of payment include most major credit cards, EFTPOS, cheque or cash. Any extra's that are required on the day of the function must be paid at the conclusion of the function, prior to the client departing.

### **Decorations**

You are welcome to decorate the room yourself during regular opening hours only. Only Blu-Tac may be used to affix posters, streamers, etc to walls. If you wish to use glitter or scatters (or similar), a cleaning fee will apply. Naked flames and sparklers are NOT permitted (birthday candles are allowed, but only in the allocated cake position within each room)

### **Theming**

Where stipulated that chair covers, sash's and/or table runners are included for decorations, these are included complimentary on the basis that the MLHFC has the colours required in stock. If a particular sash colour is required to be ordered/hired in on the clients behalf, or extra's of a particular sash colour are required, a \$2 surcharge per sash is applicable, plus a \$20 delivery fee. Multiples of 10 apply. White chair covers are available – POA. All goods remain the property of the MLHFC and if guests take any sash's, runners or chair covers away with them, the client will be charged for the goods taken. It is the client's responsibility to confirm colours and availability with the MLHFC 2 months prior to your event date.

### **Smoking / Fire Alarms**

Smoking is not permitted anywhere inside of the Mawson Lakes Hotel & Function Centre.

Please note that any actions by the organisers, their guests, invitees, suppliers or any other persons attending the function that causes the fire alarm to be triggered including, but not limited to, the use of smoke machines, dry ice or sparklers will cause the MFS "call out fee" to be charged to your account.

### **Security**

Additional security is available at \$50 per hour per security guard.

### **Cancellations**

In the unfortunate event of a cancellation, the following will apply;

- All deposits are non-refundable
- Cancellations must be received in writing by all parties concerned
- Any cancellation within 2 weeks of the function date will be charged the full price for the function as per the Event Order, or as agreed by Management
- Cancellation of up to 2 weeks prior the function date will result in deposit being forfeited and all monies paid to date being retained by the venue

*Cancellations during peak periods may incur further charges due to loss of business.*

*Please note that all cancellations after deposit has been received will incur a \$100 administration fee.*

### **Responsibility**

The client will be responsible for any damages / breakages to, or sustained to the Mawson Lakes Hotel & Function Centre and / or equipment owned by, or sub-hired by the Mawson Lakes Hotel & Function Centre, by the client, invitees, external suppliers or any other persons attending the function, as determined by Management. The MLHFC will not accept any responsibility for any loss or injuries or death sustained by any person as a result of equipment installed at the venue by the venue or by the client or parties acting on behalf of the client. Patrons utilize the facilities at their own risk. The MLHFC accepts no responsibility for any goods or gifts at the function or any goods or gifts left behind at the conclusion of the function. Hotel Management reserves the right to exclude or eject any or all objectionable persons from the function and / or Hotel without liability and to cease or close down any function if;



- Misleading information is supplied upon booking
- The law or governing body acts / requirements are caused to be in breach by a guest or attendee of the function
- If any inappropriate behavior occurs towards other customers, general public, staff or any other Hotel representatives

This may also cause your security deposit to be withheld (if applicable).  
Further charges may also apply due to damage or loss of business.

If the contact on the day is different to the client (organizer), it is the clients responsibility to communicate these terms and conditions to the alternate contact person/s and guests attending.

### **Changes to Setup**

Setup is to be confirmed by the client 14 day's prior to your event taking place. If a major change to event setup is required that is different to the final Event Order and/or Floorplan provided, on the actual day of an event, or less than 48 hours notice has been given to Management, a minimum room alteration charge of \$100/room is applicable. Examples are, but not limited to: changes to room setup and chair/table configuration or moving entirely to an alternate function room. Additionally, any task required and performed by our staff outside of their normal duties will incur a labour charge. Final pricing is subject to Management and may be more per room / operation undertaken.

### **Cleaning & Breakages**

General cleaning is included in the cost of the function. If cleaning requirements following your function are judged by Management as excessive, additional cleaning charges will be incurred.

Confetti, table scatters, glitter cannons, smoke machines, dry ice and rice grains are not permitted in the function rooms at any times. Certain flower petals may be used at the discretion of management. This needs to be negotiated with your meetings and events coordinator before your function.

The client will be held responsible for any breakages or damage to any Mawson Lakes Hotel & Function Centre property.



---

*Prices, menu, room allocations and terms & conditions are subject to change without notice.*

Day of Function: \_\_\_\_\_ Date of Function: \_\_\_\_\_

Name/s: \_\_\_\_\_

Address: \_\_\_\_\_

Day Time Contact Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

Number of guests: \_\_\_\_\_ Colour Theme: \_\_\_\_\_

*(If table runners are included in your package, these still need to be confirmed 2 months prior to your event date)*

Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

*(5 Hour duration unless otherwise specified in writing by MLHFC)*

Menu: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Beverage Requirements: \_\_\_\_\_

Special Dietary Requirements: \_\_\_\_\_

Additional Equipment Required: \_\_\_\_\_

\_\_\_\_\_

Dance Floor required at \$100 setup / hire: YES / NO (please circle)

**We thank you for your booking and look forward to making your function, a memorable event.**

Please sign and return to accept the details and pricing of the attached quotation and to agree to the terms and conditions as stated above either by fax, 08 8360 3599 or scan and email to [functions@mawsonlakeshotel.com.au](mailto:functions@mawsonlakeshotel.com.au) within 14 days to confirm your booking, along with your \$500 deposit.

I, \_\_\_\_\_ (client) hereby agree to the agreement and conditions as stated within this document.

Signed: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / 20

Print: \_\_\_\_\_

\_\_\_\_\_