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Function Terms & Conditions

The Commercial Hotel reserves the right to refuse entry or service to any function guest who is intoxicated or behaving inappropriately. Dress regulations apply at all times in the hotel. (Smart casual – no singlets, stubbie shorts or work clothing)

Room Hire

The Commercial Hotel does not charge room hire, a minimum bar spend of \$1500 is required for a private function. If the bar does not hit the minimum bar spend, the deposit is forfeited.

Bookings

The Commercial Hotel does not accept tentative bookings. All function bookings must be confirmed by management. A deposit (payable by credit card or cash) is required to confirm the booking. (\$200) No booking is confirmed until deposit paid and terms & conditions signed. Confirmation of final numbers must be made no less than one week prior to function.

Payment

All credit cards used to hold a bar tab are to remain in the possession of the Hotel until bar tab account is signed off and paid in full.

Décor/Lights/DJ & Sound Equipment

Items are not to be attached to the walls, doors, windows or any other surface on the premises. No promotional material, signage, balloons or other decorations are to be displayed in the function area without permission. Extra speakers are permitted without prior consent of management. Under **NO** circumstances are smoke machines permitted.

Food / Beverage

The Commercial Hotel is fully licensed and does not permit food or beverages purchased elsewhere to be brought on to the premises. An exception to this is birthday cakes, providing prior arrangements have been made with Commercial Hotel management. BYO beverages are not permitted.

License restrictions

Children under the age of 18 are permitted in function areas but must be in the immediate present of a responsible adult at all times (Parent or legal guardian.) Underage patrons must be off premises by 10pm. Proof of age must be carried by guests at all times in the form of an Australian Driver's License, Proof of Age Card, Birth Card or current passport.

Security / Insurances

The Commercial Hotel does not take responsibility for any items brought by the client onto the Commercial Hotel premises. It is the client's responsibility to ensure the security of their equipment and their guest's possessions whilst on the premises. For private bookings held at the Commercial Hotel security may be required subject to the size of reservation.

Damages

The hirer is financially liable for any damages to Commercial Hotel property, fixtures or fittings through their own or guest's actions. You are responsible for the actions of your invitees and for any damage incurred during your function.

Cancellations

All cancellations must be made in writing. (E-mail is acceptable) Any cancellation less than 28 days before the event may incur a fee of 50% of the deposit and within 7 days 100% of the deposit.

DVD's & Photo Slides

We have the equipment to be able to play DVD's and DVD photo slide shows. Prior to the night we request that they are tested here so there are no complications on the night. Ensure there is a repeat function enabled so as to play continuously throughout your function.

I HAVE READ, UNDERSTOOD AND ACCEPT ALL OF THE ABOVE TERMS AND CONDITIONS.

Name: _____

Signature _____

Date: _____