



Function Information Pack

Thank you for your interest in The Carlyle Hotel for your function.

Our function room is a fantastic place for functions and training of all kinds.

This package is designed to provide you with the basic and necessary information regarding our functions. We recommend you come and view the room at your convenience. We're sure you will not be disappointed.

All bookings will be confirmed once a deposit has been paid or the function is paid in full, with terms and conditions signed and returned to the venue.

Once again, thank you for your interest and we look forward to seeing you soon.

VENUE DETAILS

The Carlyle Hotel can cater for many types of functions including: group dinners, training seminars, business or social club meetings, corporate events, birthday parties, weddings, cocktail parties, wakes, Christmas parties, baby showers.

Every attempt is made to deliver any special requirements for your function. We will endeavour to accommodate the needs of yourself and your guests in every instance.

Function Information Pack

FUNCTION AREAS AVAILABLE

FUNCTION ROOM

- Located upstairs at The Carlyle Hotel
- 60 person capacity for seated functions
- 120 person capacity for cocktail functions
- Private, fully serviced bar
- We provide (where required): napkins, crockery, cutlery, centre pieces, access to a surround sound system with Ipod/mp3 connectivity, a freestanding whiteboard, projector, air conditioning, staff set-up and clean-up
- Male and female toilets located just along the corridor
- Smoking area available downstairs.
- **Please note: a \$200 bond is required to secure your booking - this is fully refundable**

BISTRO

- Extensive bistro menu available, including senior's meals, kid's meals, and daily specials
 - Can cater for small and large group dinners
 - Access to a fully serviced bar
 - Please note: A \$100 deposit bond required for bookings of 20 or more (please see the functions manager for further information)
 - Private stage area available for children's birthday parties.
- Themed parties available, please see staff for details

Function Information Pack

CLUB BAR/LOUNGE AREA

- Suitable for cocktail style functions and wakes
- Access to a fully serviced bar
- Platter selection available
- Please note: the Club Bar/Lounge area will remain open to the public at all times and is a thoroughfare to the gaming area.

TRAINING AND MEETINGS

Room hire fee is \$100 for the day, fees include:

- Data projector
- Freestanding whiteboard and markers
- Tea, coffee and water station
- Early morning start times available
- Free parking on site.
- Staff set-up and clean-up

Please note: A 24 hour cancellation policy is in place. If you cancel within 24hours of your training we still require the \$100 fee.

Function Information Pack

PLATTER SELECTIONS

- Perfect for cocktail style functions
- Cater for 8-10 people per platter
- An extensive range of hot and cold platters to choose from
- Adaptable to suit specific dietary requirements

For catering purposes, the final number of guests attending your function must be confirmed at least 7 days prior to the event. Be aware that billing is based on confirmed final numbers. However, in the case of an increase in numbers, additional charges will need to be paid 48 hours prior to the start of the function. All platters or set menu's must be paid for in full 7 days prior to your function.

The Carlyle Hotel operates within a strict Food Safety Program. In the interest of customer safety, all food must be purchased and consumed on the premises.

BEVERAGES

All beverages are charged on a consumption basis. The choice of a full or limited bar tab is available as well as the 'pay as you go' bar service available.

In addition, we can arrange tea, coffee and water stations as well as other non-alcoholic beverage stations at varying costs, please see functions staff.

Under NO CIRCUMSTANCES is any alcohol permitted to be brought onto the premises. Any persons found to be consuming alcohol not purchased from The Carlyle Hotel will be asked to leave the premises immediately.

Function Information Pack

Responsible Service of Alcohol

The Carlyle Hotel has strict responsible service of alcohol policies and procedures. Our staff are professionally trained and accredited and will refuse service to any person appearing to be intoxicated, under 18 years of age, or unable to provide proof of age.

Any persons supplying alcohol to a minor or consuming alcohol underage will be asked to leave the premises immediately.

All guests attending 18th and 21st birthday parties must provide photo ID and will be required to wear a wristband for the duration of the party so they can be easily identified.

SECURITY

For all 18th and 21st birthday parties it is a policy of The Carlyle Hotel that you cover the cost of the required security guard. The cost is **\$50 per hour**. The guard will monitor who enters your function, check all photo ID, issue wristbands where appropriate, and monitor responsible service of alcohol during your function. All names of all underage persons are to be highlighted on a guest list and provided to the hotel prior to the function.

Function Information Pack

BONDS

To avoid disappointment, and to ensure the security of your booking, all functions must provide a \$200 deposit bond. This must be paid within 14 days of making your tentative booking.

This bond will be returned to you at the conclusion of your function by a member of the management team, provided that all terms and conditions of the booking have been adhered to.

ACCOMMODATION

You may like the convenience of staying with us. The Carlyle Hotel has 17 rooms and 1 apartment available.

- Twin and double rooms available
- Apartment can sleep up to 6 people
- All rooms contain television, WIFI, bathroom
- Rooms start from \$100 per night
- Extra keys can be arranged with a deposit.

Hotel management is happy to discuss discounted accommodation in the event of multiple bookings associated with functions. All bookings do require the presentation of current ID and a valid credit card.

Function Information Pack

TERMS & CONDITIONS

- *Bookings are not confirmed until 'terms and conditions' are signed, and required deposits are paid.*
- *Any damage to the property will be billed to the function organizer*
- *All payments must be either cash or EFTPOS, we do not accept cheques under any circumstances.*
- *Cancellations: if your function is cancelled less than 7 days prior to the function, your deposit will not be refunded.*

Function Information Pack

TERMS & CONDITIONS

Name :

Contact:

Function Type:

Time:

\$200 Deposit:

Security:

All food must be paid for in full a week prior to the commencement of your function.

In the result of any theft, damage to the property, use of sticky tape, or inappropriate behaviour, you will forfeit your deposit bond, and will be required to cover any further costs where required.

Cancellations occurring within 7 days of the function commencement will not receive a deposit bond refund.

Date:

Customer Signature:

Management Signature: