
OPENING HOURS – Open anytime by appointment including after business hours.
Venue / Rooms are available 7 days a week.

SCHEDULED TIMES

Lunch – room hire up to 4 hours included. Eg 12 till 4pm

Dinner room hire up to 4 hours included. Eg 7pm till 11pm

Wedding up to 6 hrs included. Eg 6pm till Midnight.

Additional Room Hire (on the day) is charged at \$110.00 per hour plus service and security staff labour charges as applicable to your event.

Conferences & Wakes – opening hours by arrangement.

INCLUSIONS

All lunch and dinner bookings include:

White linen tablecloths, White Two Ply Paper Serviettes, Hand Polished Cutlery, Crockery and Glass wear. Glass wear includes a wine glass, a water glass and filtered chilled water bottle placed on each table complimentary. All tables are set with a wine cooler, condiments (salt and pepper) and table numbers on tall number stands. A guest seating board, presents table, registration table and cake table is provided on request at no charge. Fully licensed bar is provided on request (conditions apply). Entertainment, Sound & Visual Requirements and Bar / Beverage requirements are by specification and are not included.

Decorating:

For Weddings, two hours is provided for decorating at no charge. Appointment required.

For all other functions, one hour is provided for decorating at no charge. Appointment required.

Present Pick up is either on the day/night or next day Monday to Saturday.

Please see optional extra pricing for non included options and pricing.

LICENSE HOURS / ENTERTAINMENT

Liquor License up to 12 midnight. We are currently applying for a 3.00am license to be advised.

Entertainment License up to 11.45pm.

The Carrington permits clients to organise and book their own entertainment for events at the venue. However, Entertainment must be approved by management.

Management reserves the right to control the volume of noise to meet our POPE license requirements and to ensure our neighbours are not unnecessarily disturbed.

Performers must not place themselves or function guests at risk.

No smoke machines or lighting involving the use of exposed fire permitted.

PRICING

All prices listed are inclusive of GST at the current rate. All pricing is subject to change pending market and supplier price rises.

SECURITY BOND & PAYMENT TERMS

A Security Bond of \$350 is required to confirm your booking. Cheques should be made payable to The Carrington Bathurst. Your Bond is due within 7 days of you making a verbal booking. If the Bond is not received within 7 days we reserve the right to cancel your verbal booking and associated catering and offer our services and time to other clients.

Bar Tab - payable on the night. A credit card or drivers license is required to be left at the bar to commence tab.

We accept Cash, Eftpos, Bank Cheque or Direct Deposit (directly to our account).

Company or personal cheque is accepted 14 days prior to event. No personal cheques on the night. No personal or company cheques are accepted for large catering jobs without written approval. (100 plus adults).

Full Eftpos facilities are available at our venue at 99 Keppel St Bathurst. If you wish to pay by credit card, this may be done either in person or over the fax 02 63 34 2605.

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The Carrington Bathurst Terms and Conditions of Booking @ April 2008

SECURITY BOND & PAYMENT TERMS

Credit Card Fees are charged to any payment made via credit card.

Visa and Master Card 1.5% of total.

AMEX 3.5% of total.

If you fail to pay your account on time, we reserve the right to not refund your security bond and in extreme situations, to cancel the event.

FUNCTION DETAILS / GUARANTEED NUMBERS

Final numbers / selections for your function must be supplied 10 days prior to the event. Should this deadline not be met, we cannot guarantee that all the clients' requests be fulfilled.

Numbers may only be increased after this deadline in consultation with Mark Sullivan. Should there be a **reduction in numbers** prior to your event, we reserve the right to charge the client for the numbers advised 10 days before the event. If there is a **delay in confirming final numbers** we will charge client for number of guests originally indicated or the actual attendance whichever is greater.

Table size and seating configuration must be supplied 14 days before event to ensure Linen requirements are met. 30 days notice for Catering events over 200 plus.

No refunds will be given for guests that do not show up to your function. All food catering is done based on the numbers provided by you 10 days prior to your event.

SPECIAL DIETARY NEEDS

- **Guests with special dietary needs must be advised to us 10 days before the event** otherwise we cannot guarantee they will be catered for.
 - There is no extra charge for Coeliac, Diabetic or Vegetarian Meals advised to us 10 days before your event. Special dietary meals advised after 10 days before event attract a 20% surcharge.
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SPECIAL DIETARY NEEDS

- Guests with special needs diets must be named and advised where they will be seated (by table number).
 - Guests with special dietary needs advised to us after 10 days before your event will be treated as additional attendee's even if originally included in final number. Eg 200 guests advised. You advise late that 10 guests require special meals. Cost to you will be for 210 guests.
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CANCELLATIONS

If you cancel your event we will endeavour to sell the date you had booked. If we sell the date, we will refund you your security deposit in full. If we do not sell your date, you will not be refunded your deposit. If you change your booking date, a new deposit will be required and the above condition will be applied.

Cancellations of event within 60 days will result in the loss of your security bond.

All cancellations are required in writing. Cancellations via E mail require a copy to be sent to Carrington fax on 02 63 34 2605 or posted to 99 Keppel St Bathurst.

BAR SERVICE & GUARANTEE

At Carrington - For cash bar events there is a guarantee of \$250.00 or \$5.00 pp (whichever is greater) If the takings over the bar are lower than the guaranteed amount, then the client will be charged the difference which will be added to the invoice for the event.

At Carrington, bar service is assumed. Bar Staff are rostered one to 50 guests. If you require table service, additional service charges apply. We recommend an additional one steward per 50 guests for table service.

Off Site - For cash bar events off site there is a guarantee of \$550.00 or \$5.00 pp (whichever is greater) If the takings over the bar are lower than the guaranteed amount, then the client will be charged the difference which will be added to the invoice for the event.

If table service is required, we recommend additional stewards 1:50 guests recommended.

A minimum steward charge of \$150 applies per bar set up for off site catering. If bar turnover exceeds \$1000 the steward charge will be waived.

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SURCHARGES

Equipment Hire – no surcharge on any day (except when Audio Technician is required)

Saturday events – no surcharge applies.

Sunday events – 15% surcharge applies to both food and beverages account.

Public Holidays – 40% surcharge applies applicable on all food and beverage charges.

STAFFING SERVICE

Applicable for Ushers, Drinks Table Service and Cocktail Food Service if requested.

Monday to Friday (per hour – 3 hr min) \$25 / hr

Saturdays (per hour – 3 hr min) \$30 / hr

Sundays (per hour – 3 hr min) \$36 / hr

Public Holidays (per hour – 3 hr min) \$60 / hr

Calculated on one steward per 40 guests or part thereof.

Audio Visual Technicians, Lighting Technicians and Security Staff – price on application.

CONDUCT OF GUESTS

Should Carrington management believe that any guest(s) may affect the smooth running of the function operations, management reserves the right to remove the offending person(s) from the premises (including off site catering locations) and / or in extreme cases, to terminate the function.

The Carrington is required by law to cease service of alcohol to guests displaying signs of intoxication.

SUPPLY OF FOOD & BEVERAGE

We have a strict policy that all food (and beverages if applicable) be supplied by The Carrington. Food or beverages not supplied by us is not to be brought onto or consumed on our premises or off site catering location. Any person not complying with this or not complying with liquor regulations will not be permitted to remain in attendance at the function (including off site).

Note if you violate the above condition, your event is uninsured.

DECORATIONS & TABLE CENTRE PIECES

- **Free 2 hours venue access is available for weddings by appointment.**
- **Free 1 hour venue access is available for all other functions by appointment.**
- **You may either supply your own decorations or hire off us.**
- Supervision Charges (Loading in and Loading out charges) apply to setting up decorations outside of the free time allocated to all events.
- Please respect that The Carrington is a protected heritage building.
- Candles must be white only unless provided in an enclosed glass.
- Candles must be enclosed and not drip on tables or guests. Covers under candles are be required.
- Replacements - Table clothes damaged by wax or flame \$55 / cloth.
- **The use of confetti, table scatters, angel dust, metallic tinsel or rice are not to be permitted on the premises, on tables or on the paths entering the building. Use results in the automatic loss of your security bond.**
- Flowers or tables centres must be brought to the venue fully made.
- Pins or nails must not be used to put up decorations anywhere in the venue. Any damages caused to the venue will be taken from your security bond. Decorations must comply with OH&S requirements. Permission must be sought to place any materials up anywhere in the venue..
- Decorations not removed / taken down by client incur cleaning and removal fees.
- Please ensure that table centre pieces are not too large. If you have ordered a entrée platter (popular with very large functions), up to 3 large platter plates plus a bread roll basket may be required to be placed on the table to serve your guests. Note that these items will not be placed on your tables until just before your guests are due to arrive.
- Failure to comply with decoration conditions will result in the loss of your security bond.

SECURITY

Carrington Security staff are required for student functions, 21sts, any event with a drinks package, corporate events with bar tabs and any other event management deems appropriate. As a guide, approximate cost is \$3.50 pp calculated per 50 guests. Cost is higher during Bathurst Race Weekends.

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RUBBISH REMOVAL

Please take all excess rubbish and decorations with you before leaving the function. We can do this for you for an additional cleaning fee.

INSURANCE / DAMAGES / LIABILITY

The Carrington Bathurst requires that all clients arrange their own insurance for events. The client will be responsible for the loss or destruction or damage to any property or any part of the used property or for any claim or loss, damage or injury however caused by the client or its employees, contractors, agents or guests. Should any damage occur, the patron will be charged for repairs accordingly. The Carrington takes all possible care but cannot guarantee any responsibility for damage to or loss of articles left on our premises or the off site premise location.

LOADING IN AND LOADING OUT CHARGES

Suppliers that deliver during clients free venue access for decorating – no charge.

Loading In and Loading Out charges apply to any entertainment brought to the venue. Cost is \$66 per hour or part thereof. This costs covers supervision of band, assisting band with power requirements, management of band cabling requirements and making sure your guests are not exposed to trip or fire hazards to meet OH&S requirements and venue operating overhead costs.

Loading in and out charges may also apply to any contractors associated with your event including but not limited to florists, cake suppliers, decorators and also to staff the venue to accept deliveries or pick up equipment after your event. Surcharges apply to Sundays and Public Holidays.

TABLE FLOOR PLAN / SEATING PLAN

Please advise us in writing the numbers of guests that will be seated on each table.

Please provide us with a copy of your table floor plan a minimum of 3 days before your function. If there are any changes to this plan, please advise us in writing. **By Law, the Final plan must be signed off with us to ensure an OH&S Work Safe Environment.**

Failure to co sign off spacial arrangements may result in cancellation of our services.

AUDIO VISUAL EQUIPMENT

All audio visual equipment is additional to food and beverage catering requirements and must be organised in advance of your event.

Hire of audio visual equipment includes set up and testing of equipment but does not include audio visual technician(s) to assist you during your event.

SMOKING

Is not permitted anywhere inside the building including back stage.

Smoking is permitted outside in either of our 3 outside courtyard areas.

SECURITY BOND

Your security bond of \$350.00 will be refunded within 14 days of your event providing the terms and conditions of holding your event have been met.

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