

# TERMS & CONDITIONS

## *FUNCTION CAPACITY*

Your functions maximum capacity is based on style of event you wish to create, and function room sizes available for the date you have requested. Please contact the events coordinator at the River Inn to ascertain the maximum capacity for your event.

## *CONFIRMED NUMBERS*

We require 5 working days notice prior to the event of final numbers of guests attending. This will then be the minimum numbers catered and charged for.

## *BOOKINGS AND CONFIRMATION*

A tentative booking will be held for your event for 14 days only. To confirm a booking, a Five hundred dollar (\$500.00) non refundable (see cancellation policy) deposit, together with a signed Event Contract Agreement including credit card details is required to secure your event date. Should the deposit and signed agreement not be received by the due date, the booking may be cancelled. The Balance is payable no later than ten (10) working days prior to the event.

Management reserves the right to cancel any reservation not held with a deposit by the due dates.

## *CANCELLATION POLICY*

Non-attendance or cancellation of the event within 10 working days, no refund will be given. A 20% admin fee may apply for changes and cancellations outside the cancellation period.

## *SURCHARGES*

Bookings can be taken throughout the year. A 20% loading fee of the total package price applies for events held on Sundays and Public holidays. A 15% surcharge applies if the event is held during the winter months (June, July, August and September).

## *DURATION OF EVENT*

Extend times are available for your event. See pricing structure document for these rates.

## *FOOD & BEVERAGE SELECTION*

To ensure our team of chefs provide you with the highest standards in food quality and presentation, we ask for both your food and beverage selections 4 weeks prior to your event. Only food and beverages purchased through the venue can be consumed within the venue at any time.

As the Hotel regularly updates menus and wine lists according to seasonality and availability, the Hotel at its sole discretion reserves the right to substitute items of Food and Beverage with like product where necessary.

In lieu of the specified beverage limit a credit card imprint may be held as guarantee of payment.

## *RESPONSIBLE SERVICE OF ALCOHOL*

The River Inn is aware of responsible service of alcohol to all patrons attending events within the Lodge. While we are here to ensure you and your guests are enjoying the facilities and the event, when deemed necessary, our staff are bound by law to refuse alcohol service to patrons.

## *PRICING*

While we always strive to maintain the published prices, these may be subject to increase at the management's discretion due to increasing costs, which are out of our control.

***DAMAGE OR LOSS***

While the management of the River Inn demonstrates great care in ensuring the well being and safety of clientele, contractors, guests and their property, the client agrees to indemnify the River Inn for any personal injury, damage, theft or property loss caused by the client or the clients guests, agents or contractors before, during or following an event. The client may take the option of pursuing insurance cover in order to safeguard their guests and self interests.

***ROOM ALLOCATION***

Should numbers decrease by more than 10% of original number booked, management of the River Inn reserve the right to allocate the event to a more suitable size room.

***RESTRICTIONS***

The use of pins, glue, double sided tape, staple guns, nails & screws on any walls, floor and ceilings through-out the venue is not allowed. Should you wish to use confetti inside the venue, an additional cleaning charge will apply.

***DELIVERY & PICK UP OF ITEMS***

Any items requiring delivery to the venue for your event should be addressed and marked appropriately with the following information:

ATT: Kellie Goodall  
FOR THE WEDDING OF (your names)  
The River Inn  
4 Friday Driver  
THREDBO NSW 2625

All items are to be delivered within 72 hours of the event to ensure timely arrival. Prior notification should be given to the River Inn to expect a delivery. The River Inn holds no responsibility for items that have not arrived at the venue.

***CLIENT RESPONSIBILITY & AGREEMENT***

By completing and signing the Event order, the client acknowledges The River Inn terms and conditions are understood and agreed to.

As per your instructions, only the person/s named are authorised to charge to the function account. It is imperative that signatory names are advised prior to the commencement of the function.

Please sign below to confirm that you have read, understood and agreed to be bound by the terms and conditions listed above.

Name: \_\_\_\_\_

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

Contact Number: \_\_\_\_\_ Mobile \_\_\_\_\_

Client Signature \_\_\_\_\_ Client Full name \_\_\_\_\_

Client Signature: \_\_\_\_\_ Client Full name \_\_\_\_\_

**SIGNATURE REQUIRED OF PERSON(S) WHO WILL BE RESPONSIBLE FOR PAYMENT OF THIS WEDDING ACCOUNT**

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

**FORM OF INDEMNITY**

I/We understand and acknowledge that The River Inn will not accept any responsibility for damage to or loss of property or whatever kind belonging to the client or any person during the term of the function.

I/We undertake to indemnify The River Inn and to keep The River Inn indemnified against loss, damage or injury of any nature whatsoever arising by reason of any negligent act or omission of the client, or any servant, agent, employee, invitee or staff member of the client or any breach of contract or statutory duty by any such person arising out of connection with the clients use or occupation of the property and against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made against The River Inn in respect thereof.

Name \_\_\_\_\_

Client Signature: \_\_\_\_\_

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