

TERMS & CONDITIONS

1. To confirm an event, your deposit of \$200 is required in addition to this form signed and sent back to hotel management. Deposit accepted cash, credit card or bank transfer. The deposit will be deducted from the final bill.
2. Final numbers, catering menus and beverage selection must be confirmed 10 days prior to event date, although minor changes to this may be accepted up to 48 hours before the event at management's discretion.
3. Full payment for your event must be received no later than 10 days prior to your event date. Any additional spending on the event date must be paid in FULL at the completion of the event.
4. Deposit will be non-refundable upon payment should you choose to cancel your function. The deposit is transferable if a revised date is confirmed 30 days prior to your booked function date. Should the event be cancelled within 48 hours of event date, 100% of food cost will be charged in addition.
5. All prices may be subject to change after 60 days. Every possible effort is taken to maintain prices, but these are subject to change at management's discretion.
6. The Willoughby Hotel must first approve any advertising undertaken for an event. We reserve the right to refuse any private event advertising. The Willoughby Hotel reserves the right to terminate any event booking and retain the deposit paid where the event organiser breaches these conditions.
7. The client shall remain responsible at all times for any loss or damage to the property of The Willoughby Hotel caused by the client, guests and invitees. Please note we are extremely careful when looking after guests and their property. Unfortunately, we cannot take responsibility for the damage or loss of items, before, during and after an event.
8. The client is liable for the action of their invitees and any damage or losses incurred during the event. Any costs will be invoiced directly to the client.

9. The Willoughby Hotel's management reserves the right to refuse entry for any guest to an event regardless of a name on the guest list when deemed necessary without liability. Management also reserves the right to refuse service and/or to remove patrons from the premises for unruly behaviour and showing signs of intoxication as determined at management's discretion.
10. Decorative materials or fancy dress themed events must first be confirmed with The Willoughby Hotel's management. NO glitter, sparkles or confetti of any kind are to be used in the function rooms. If you wish to use them, a \$100 cleaning fee applies.
11. Due to The Willoughby Hotel licence, we cannot cater towards events celebrating birthdays within the age bracket of 16-20 years.
12. The Willoughby Hotel is under obligation by The Office of Liquor and Gaming Regulation to keep all levels of noise below 85db. The Willoughby Hotel management team have the right to reduce noise levels in the room if this requirement is not being met.
13. Any prior access to event room will need to be confirmed and approved no less than 24 hours prior to the event date.
14. No food or beverages of any kind are permitted to be brought to the function by the client or invited guests. Birthday cakes are permitted with a fee of \$10. If you would like the chefs to cut and serve the cake with fresh berries and cream, the charge is \$2 per person.
15. Should the management of The Willoughby Hotel deem it necessary to provide security; such cost will be passed onto the client with prior confirmation.
16. Management reserves the right to close the bar when it deems necessary.
17. All functions at the Willoughby Hotel strictly have a 11:30pm finish, at the managements discretion. Bar service and music will be finished at 11pm allowing a 30min grace period for you and your guests to clear and finish your evening.



Event date:

Deposit:

I _____ fully understand and will adhere the terms and conditions listed above.

FUNCTIONS

With exquisite function spaces holding true to its federation heritage, the Willoughby Hotel is the perfect North Shore venue for your next function or event, guaranteed to impress your guests!

The Willoughby Hotel is now available to cater to any type of function - Engagements, Birthdays, Baby Showers and more - with a range of small and large-scale areas available for your hire and use.

Contact us today to see how we can help!

FUNCTION ROOMS

The Penshurst Room

The Penshurst Room is perfect for cocktail engagements, furnished with elegant high tables and traditional bentwood barstools, this room offers an open space for your guests to meet and mingle. Depending on your specific requirements, the space converts easily to a dance floor or can be set for a larger formal dining function. Suitable for 40 guests seated and 100 guests cocktail.

**Min. spend required Thurs-Sun \$2000 food & beverage (bartender included)
To book joining Penshurst/Macmahon room min. spend required \$2250*

The MacMahon Room

This room embodies the old world charm and comfort of the Willoughby's formative years, with classic Chesterfield lounges and an original white marble open fireplace. The room offers an intimate space for smaller functions or as a breakout space from the Penshurst Room for larger functions.

**Min. spend required Thurs-Sun \$300 food & beverage (bartender included)*

The Dining Room

The dining room is situated adjacent to the MacMahon Room and features a stunning original open fireplace, in addition to large hardwood dining table that can seat up to 10 guests. This room is perfect for private meetings, or intimate dinners.

The Terrace Room

The Terrace is a fantastic space that features comfortable "al fresco" lounge areas and a large screen TV. Combined with BBQ facilities and packages available, this is the perfect function space for a traditional Aussie BBQ function, served in style.

**Min. spend required Thurs-Sun \$1000 food & beverage (bartender included)*

**Booking the entire first floor will be required to meet the minimum spend of \$3000.*

**Bookings on Monday-Wednesday incur \$150 room hire fee. Cost not inclusive of bartender.*