



9331 2575 - ph 9331 2575 - fax  
265 Oxford St Darlinghurst 2010

## TERMS AND CONDITIONS

- Catering** Full catering is available from the Beauchamp, please see attached menu. Should you have any special catering requirements or requests, we are happy to submit designed menus to suit your requirements. Due to health regulations, you are not permitted to bring your own catering ( exceptions may be made for birthday cakes)
- Beverages** Guests may purchase beverages themselves from the Bar, or alternatively, a bar tab can be set and settled by yourself, or a nominated person, prior to the function commencing.
- Fancy Dress** Fancy dress is **not permitted unless the bar has been reserved exclusively for your event**. Exceptions can only be allowed at the discretion of the General Manager.
- Exclusivity** First floor bookings, including those in the courtyard area are generally NON-EXCLUSIVE. You will be SHARING the space with the our other customers unless stated otherwise by management of the Beauchamp.
- Confirmation** Please fill out the attached confirmation form and return by fax or email. Upon receipt of this information, the function will be confirmed in your name. Please note that your function is NOT CONFIRMED until this form is completed and returned. Confirmations are accepted on a first-in best-dressed basis. Once confirmed, the hotel cancellation policy will apply to your booking.
- Venue Policy** We reserve the right to refuse entry / remove from the venue - individuals who are intoxicated, under the influence of illegal drugs, unsuitably attired, or behaving inappropriately.
- If having your function in the terrace courtyard area it is essential that you and your group respect our neighbors and **keep noise to a minimum**. Shouting, singing and loud behavior in general is not permitted in the courtyard area. We will remove noisy patrons.
- Hotel Cancellation Policy** Once your function is booked we are obliged to keep this space available for you, therefore turning away other customers. For this reason a maximum cancellation fee of 50% of the agreed guaranteed beverage, room hire and catering spend willl be applied in the event of cancellation, unless otherwise agreed in writing by the hotel management.

**Indemnity**

Any property of the client, or any other person, brought into the Beauchamp Hotel shall be at the owner's risk. The Beauchamp shall not be liable for any loss or damage, however caused, nor will guarantee the safety of the property if left at the Beauchamp for any amount of time during or after the conclusion of the function.

**Damage**

You are personally liable for all damage to the Beauchamp Hotel or Velvet Lounge, property, fixtures and fittings caused by any person attending your event. By signing the confirmation form, you agree to bear the reasonable cost for any repairs that may be necessary, after consultation with you.

*Any prices quoted are true at the time of preparing this information however these may be subject to change.*

Should you have any queries or like to make some changes, please do not hesitate to call us on **02 9331 2575** and we can discuss your function requirements in greater detail.



+61 2 9331 2575 – ph/fax  
info@thebeauchamp.com.au  
265 Oxford St Darlinghurst NSW 2010

**Confirmation of function:**

***Please email or fax the following to confirm your booking:***

<b>Name:</b>	<b>Phone:</b>	<b>Email:</b>
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<b>Date of Function:</b>	<b>Time:</b>	<b>No of Guests:</b>
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<b>Room Hire Fee: \$</b>	<b>Min. Food Spend: \$</b>	<b>Cancellation fee: \$</b>
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<b>Agreed Min. Bar Spend:\$</b>	<b>OR Bar Tab: \$</b>
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<b>Catering: No of Guests:</b>	<b>@ \$18.50 per person</b>	<b>Total: \$</b>
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**Platters & Possible Other Dishes**

<b>1.</b>	<b>Qty:</b>	<b>\$</b>
<b>2.</b>	<b>Qty:</b>	<b>\$</b>
<b>3.</b>	<b>Qty:</b>	<b>\$</b>
<b>4.</b>	<b>Qty:</b>	<b>\$</b>
<b>5.</b>	<b>Qty:</b>	<b>\$</b>

<b>Catering Total:</b>	<b>\$</b>
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**Serving Time for Food?**

**Other Requests:**

<b>Credit Card Type:</b>	<b>Name on card:</b>
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\*(please note that there is a 3% s/charge on food orders applicable to American express)

<b>Credit Card No:</b>	<b>Expiry Date:</b>
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**Signature (if applicable)**

**NB: Please attach a photocopy or scan of the front of the nominated credit card along with either the rear of the credit card OR your driver's licence featuring a specimen signature.**

By signing above, I agree to liability for the charges nominated on this form and authorise The Beauchamp Hotel to debit my nominated card any of those charges. In the event of the cancellation of the booking for the date nominated, I agree that The Beauchamp Hotel may debit my credit card for 50% of the above charges unless otherwise agreed. In the event of a shortfall in the agreed minimum bar spend, I agree that The Beauchamp Hotel reserves the right to debit my card for any shortfall.

Tables, (except for restaurant bookings) are reserved as a base of operations for groups and the entire group will not necessarily be seated.