



TERMS & CONDITIONS

RESERVATIONS: The Coopers Alehouse will hold a tentative reservation for a maximum of two weeks, thereafter management reserves the right to cancel the booking & allocate the venue to another client if confirmation is not received.

CONFIRMATION: Confirmation of a function booking must be made by payment of a deposit within 14 days of the original reservation & accompanied by a signed copy of Terms & Conditions. Management reserves the right to cancel the booking when confirmation is not received within this time limit. Deposits are charged on the room hire cost according to the room required for the function.

FINAL NUMBERS: Anticipated final numbers are requested 7 days prior to the function date. Final numbers are required 2 clear working days prior to your event. This final number will represent the minimum number of guests for which you will be charged.

MINIMUM NUMBERS: Minimum numbers apply to the Carrington Bar & Arnou Woodfired Bistro; this represents the minimum charge associated with hiring these specific function areas. Eg. Where numbers fall below the minimum number, the minimum number must be paid for.

FOOD & BEVERAGE: All functions requiring the consumption of liquor must have food provided, catered by the Coopers Alehouse.

Our function coordinator/management team member can supply guidelines for catering appropriate amounts per head (upon request) to help avoid under or over ordering.

MENU: Details of the food & beverage selection menu must be finalised at a minimum of 7 days prior to the function. Special dietary requirements, e.g. gluten free, vegetarians, vegans, etc. should also be communicated 7 days prior. All menus are subject to season & availability & subject to change without notification.

COMMENCEMENT & VACATING OF ROOMS: The organiser agrees to begin the function at the scheduled time agreed upon. Rooms need to be vacated 15 minutes prior to closure of the Hotel. i.e. Sunday to Thursday - 12.00am (Midnight), Friday to Saturday - 1.00am. Bar facilities in the room required will be closed half an hour prior to closure of Hotel. Access to the function room on the day of the event, for the purpose of setting up should be organised with management prior.

CHILDREN UNDER 18: Any Children under 18 years of age attending a function at the Coopers Alehouse must vacate the premise by 12.00am (Midnight) in accordance to the Liquor Licensing Laws. All Children under 18 years of age require adult supervision at all times. No minors are permitted in the gaming room at any time.

COMPLIANCE: It is understood that the organiser will conduct the function in an orderly manner in full compliance with the Coopers Alehouse regulations & all laws. The Management reserves the right to exclude or eject any persons from The Coopers Alehouse without liability.

RESPONSIBLE SERVICE OF ALCOHOL: The Coopers Alehouse promotes the responsible service of Alcohol. At no time will intoxicated individuals be served alcohol.

RESPONSIBILITY: Organiser's are financially responsible for any damages/breakages sustained to the Coopers Alehouse by the organiser, organiser's guests, invitees or other persons attending the function. The Coopers Alehouse will not accept any responsibility for the damage or loss of merchandise left prior to or after the function.

AUDIO VISUAL HIRE EQUIPMENT: Organisers are financially responsible for any damage/breakage of equipment owned by the Coopers Alehouse or sub-hired by the Coopers Alehouse on behalf of the organisers.

DISPLAYS & SIGNAGE: Organisers are required to advise the Coopers Alehouse of any displays, signage &/or decorations to be utilised at the function. Only Blu-tak will be used to adhere items to any surfaces at the Coopers Alehouse. No foil confetti please.

PAYMENT: All accounts are to be settled prior to, or on the day of the function unless by prior arrangement. Personal cheques will not be accepted.

PRICING: Pricing & conditions are subject to change at any time at the discretion of management.

CANCELLATION: In case of cancellation, the Coopers Alehouse will refund the deposit up to 60 days prior to the function. Within 60 days of the function we will retain the deposit as compensation for lost business.

MUSIC: Management reserves the right to control volume levels of all music types in any function to preserve the rights of other hotel guests.

BANDS: Bands are not permitted in our upstairs function rooms, & only at management's discretion in all other areas.

SMOKING: In Accordance with South Australian Government regulations, all Private Function rooms are non-smoking. Smoking is permitted on balcony areas when café blinds are up.

Booking Confirmation: To confirm your booking, please complete the booking form on the following page & return with payment by either cheque, money order or by supplying credit card details. Please make all cheque's payable to - The Earl of Aberdeen Hotel.