



2019 EVENTS BOOKING FORM

GENERAL INFORMATION

THIS FORM CAN BE EMAILED / FAXED / MAILED TO:

The Lion, 161 Melbourne Street, North Adelaide SA 5006

Phone: 08 8367 0222 / Email: events@thelionhotel.com / Fax: 08 8367 0223

IS YOUR EVENT?

- AT THE LION (Deposit is \$500) AT ANOTHER VENUE (Deposit is 25% of estimated total)

DO YOU REQUIRE A TAX INVOICE?

- YES, BEFORE in order to generate payment YES, AFTER as receipt of payment NO

BOOKING DETAILS

Booking Name _____	Account Name _____
Contact Person _____	Phone _____
Date of Event _____	Function Room / Venue _____
Mobile _____	Email _____
Fax _____	Number of Guests _____
Event Start Time _____	Event Finish Time _____

DEPOSIT DETAILS

AMEX VISA or MASTER CARD DINERS CASH or BANK CHEQUE

Card Number _____ Expiry _____ / _____ CCV _____

Name _____ Amount \$ _____

Signature _____ Date _____ / _____ / _____

*EFT ANZ / Account Name: Frobisher Pty Ltd / Account Number: 263412242 / BSB: 015 208 / ABN: 61074 336164

*EFT transactions must be made 5 business days prior to your event.

TERMS AND CONDITIONS: CONFIRMATION AND DEPOSIT of an event booking must be made within 7 days of the original tentative booking. Payment of a deposit and completion of the Booking Form must accompany this confirmation. The deposit will be deducted from your final account. Management reserves the right to cancel the booking and allocate the room to another client if this confirmation is not received. MINIMUM CATERING All events at The Lion require catering. A minimum food charge of \$17.50 per head applies for cocktail parties. A minimum food charge of \$49.50 per head applies for sit down dinners. PAYMENT Final numbers and full prepayment are required 5 working days prior to your event. This number will represent the minimum numbers for which you will be charged. Events must be paid for in full prior to the day and any additional charges settled on the day/night via cash or credit card. Personal cheques are not accepted. CANCELLATION In case of cancellation, The Lion will not refund the deposit. POSTPONEMENT If you postpone your event, your deposit can be transfer to a new date within a 12 month period. PRICE Please note that prices and products are subject to availability and change and may alter with notification. However they are firm from payment of deposit for 2 months. MENU Details must be finalised at least 10 days prior to function. Menu items may change due to seasonality and availability. COMPLIANCE It is understood that the organiser will conduct the function in an orderly manner in full compliance with The Lion regulations and Liquor Licensing Laws. Management reserves the right to exclude or eject any objectionable persons from The Lion without liability. DRESS CODE Management reserves the right to refuse entry based on consideration of the hotel's dress code. BAR ACCESS cannot be guaranteed after your event. RESPONSIBILITY Organisers are financially responsible for any damage/breakages sustained to The Lion by the organiser, organiser's guests, invitees or other persons attending the function. The Lion will not accept any responsibility for the damage or loss of merchandise left prior to or after the function. RESPONSIBLE SERVICE OF ALCOHOL The Lion practises responsible service of alcohol on all occasions. Intoxicated individuals will not be served alcohol. EQUIPMENT Organisers are financially responsible for any damage/breakages of equipment owned by The Lion or sub-hired by The Lion. DISPLAYS AND SIGNAGE Nothing is to be nailed, screwed or adhered to any wall or other surface or part of the building. CLEANING General cleaning is included in the cost of the function. If cleaning requirements following your function are judged to be excessive, an additional cleaning fee may be charged. CONFETTI rice or other similar products are not permitted in function rooms or any part of The Lion nor within the grounds. SECURITY Functions such as 21st birthdays may attract a security charge. The Lion employs security staff who patrol all areas of the hotel including the function rooms. CLOSING Last drinks will be called at the Managers discretion between midnight and 12:30am. Your guests will be asked to vacate the function rooms by and the hotel by 1am. Please advise your band or DJ of this. CHILDREN Liquor Licencing laws require that: We do not serve alcohol to minors (children under the age of 18). That children must be accompanied by an adult. That children must leave the premises by 12 midnight. SMOKE FREE All of our indoor event spaces are smoke free. A 10% SURCHARGE APPLIES ON PUBLIC HOLIDAYS.

CONFIRMATION OF ACCEPTANCE

A deposit is confirmation of your booking. In paying a deposit, I am accepting the terms and conditions of The Lion

SIGNATURE _____ Date _____ / _____ / _____