



FUNCTION TERMS AND CONDITIONS

1. Credit card details will be held by way of security deposit. Should your event be cancelled 2 days prior to the function date the Graham Hotel reserves the right to deduct \$20 per persons booked unless an alternative date can be agreed upon between both parties within a reasonable time of the original booking date.
2. A minimum spend of \$1000 applies to the cellar room (12 people max), \$1500 to the Sandridge room (20 people max), \$3000 for the terrace room and bar, and \$4000 for stand-up canape functions. Minimum spends as specified goes towards all food and beverage consumption.
3. Food & beverage selections are required seven (7) days prior to your event. Should selections not be advised within this time your menu selections cannot be guaranteed. The Graham Hotel reserves the right to substitute food and beverage items of a similar quality, and price value. Function menu's are subject to minor seasonal change.
4. No outside food or beverage will be permitted to be bought in to the Graham Hotel for the consumption of guests, with the exception of celebratory cakes. A fee of \$3 per person applies.
5. Payment will be based on final confirmed catering numbers provided two (2) business days prior to your event or actual attendance on the day, whichever is greater.
6. Event organizers are financially responsible for any damages to the building, furniture or property during and immediately following the function, including any costs for repairs and replacements at current cost price. This includes any damages caused by their guests, outside contractors or agents prior to, during and after any event.
7. The Graham Hotel adheres to responsible service of alcohol legislation. All staff are trained in Liquor Licensing Accredited 'RSA- responsible service of alcohol and by way of law may refuse to serve alcohol to any person who they may believe to be intoxicated. Any intoxicated person will be asked to leave the venue. In accordance with liquor licensing laws of Victoria, minors are only permitted on the premises in the direct company of their parent or legal guardian and may be asked to leave the venue at the discretion of management. At no time is a minor permitted to consume alcohol on the premises.
8. While the Graham Hotel staff will endeavour to take care with the safety and security and protection of your personal belongings, we are unable to accept responsibility for damage or loss of property before, during or after your event.
9. The Graham Hotel has limited audio & visual equipment available for the duration of your event.