



# THE WESTERN STAR HOTEL

62 Erskine Street  
Dubbo NSW 2830

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## Terms and Conditions

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*Thank you for considering The Star as the venue for your function.*

### **BOOKING CONFIRMATIONS**

The Star has a Venue Free Hire policy and your tentative booking will be held for ten (10) days. After the ten days a holding deposit of \$150.00 is required to secure the date. This deposit will be deducted from your final catering invoice.

### **FUNCTION ROOMS**

<b>Garden</b>	<b>100 pax</b>
<b>Lounge Bar</b>	<b>50 pax</b>
<b>Garden &amp; Lounge Bar</b>	<b>200 pax</b>
<b>Balcony Bar</b>	<b>100 pax</b>

### **PAYMENTS & FINAL NUMBERS**

Final number of your guest numbers are required 72 hours prior to the function along with full payment of the catering. In the event that the agreed number of guests do not attend, the final numbers agreed upon still applies.

*The balance of additional numbers (guests) and miscellaneous charges must be finalised at the conclusion of the function.*

All payments are to be paid via direct electronic deposit, cash or cheque payments which must be arranged with management.

*Functions held on a Sunday or Public Holiday will be subject to a 15% surcharge of the total account.*



*It's all happening at the Star*



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## **RESPONSIBILITY**

The client of the function is responsible for any damage or breakages, caused by their guests. The cost of any damages will be charged to your invoice. The Star will not be held responsible for items brought into the hotel by clients or their guests.

## **RESPONSIBLE SERVICE OF ALCOHOL**

All Staff members of The Star have completed the Responsible Service of Alcohol Certificate. The Star reserves the right to cease the supply of alcohol to any guests who show signs of intoxication, disorderly and violent behaviour or is under eighteen years of age.

*The Star reserves the right to exclude or remove any undesirable person from the function or the premises without liability.*

## **FOOD AND BEVERAGE**

The Star is a full licensed venue. Company policy does not allow patrons to bring food or alcohol onto the premises.

## **DECORATIONS**

Decorations are welcome at The Star, we ask that you do not use sticky tape on walls. If your function is to be held in the Garden, metallic confetti cut outs are not permitted. The Star accepts no responsibility or liability for decorations.

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**Acceptance:** I hereby accept the abovestated Terms and Conditions:

Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### **Office Use Only:**

Account Name: \_\_\_\_\_

Deposit Held: \_\_\_\_\_