

2017 Wedding Terms and Conditions

Comfort Inn & Suites Robertson Gardens in Brisbane is renowned for its professionalism and service when catering to the vast range of requirements of the Bride and Groom. There are certain policies which we have found ensure the smooth running of the function to everyone's satisfaction. Prices are subject to increase.

CEREMONY INCLUSIONS

Exclusive use of our beautifully landscaped Gazebo area or the Musgrave Gardens is included in our Wedding Packages. Ceremony includes a red carpet, skirted Registry table, seating for 40 guests, table and CD player, and two pillars with silk floral arrangements.

RECEPTION ROOMS

We have two beautifully appointed reception rooms being our Gardens Restaurant and Musgrave Room.

Musgrave Room up to 110 persons, (100 guests, plus 10 persons on bridal table)

Gardens Restaurant up to 70 persons, (60 guests plus 10 persons on bridal table)

Our Reception Rooms are to be vacated by the following times:

Evening Reception – 12 midnight

Lunch Reception – 6.00pm

Morning Reception – 3.00pm

MENU SELECTION - CHOOSING TOGETHER

We are most pleased to assist in the choice of menu from a superb range of food and beverage items. We will advise you in the preparation of specialty menus if required. To ensure your needs are met, please finalise your menu requirements at least 6 weeks prior to your function.

FUNCTION EXTENSION - EVENING

Licensing laws require our function rooms be vacated by 12 midnight.

SURCHARGE FOR PUBLIC HOLIDAYS - 15%

A surcharge of 15% of total expenditure will apply on public holidays.

ACCOMMODATION

A special hotel room rate is available for wedding guests.

MINIMUM NUMBERS

All Wedding Packages have minimum numbers allocated. Please refer to each package for these numbers.

A room hire fee of \$400.00 applies to all weddings not meeting the minimum number requirements.

TENTATIVE BOOKINGS

A deposit of \$500.00 is required to confirm your booking. A tentative booking will hold the room for 14 days, however, if there is no confirmation made within this period of time the room will be automatically released.

ROOM ACCESS

Access to the room is allowed at the time arranged with the organizer. We do not allow access to the room before the date of the function unless it is prearranged.

SECURITY

The Hotel reserves the right to request security arrangements at the clients own expense.

FINAL NUMBERS AND DETAILS - SO THAT WE KNOW EXACTLY

To ensure maximum efficiency, we must have a guarantee of the minimum numbers 5 working days prior to the function. This will be the minimum number that will be charged and catered for. We also require table plans, seating arrangements and other decorative items for the function to be supplied 5 working days prior to the function.

INSURANCE - TAKING CARE

The Hotel is extremely fastidious when looking after people and their belongings. Unfortunately, we cannot take responsibility for the damage or loss of any property including vehicles belonging to attendees, before, during or after a function, and suggest that insurance cover be arranged for valuable articles.

DAMAGE - IT COULD BE EMBARRASSING

Accidents happen and could possibly be prevented by liaison between the organiser and our staff in arranging your function. Any damage to walls, carpets, furniture or fixtures is the responsibility of the organiser and will be charged accordingly. Normal cleaning is included in your room hire charge. Should excessive cleaning be required, a charge of \$50/hour will apply.

Due to the delicate nature of our garden venues, fresh flower petals and bubbles are the only items allowed to be used. Rice, Confetti and Glitter are not permitted to be used in any of the Gardens, Function Rooms or Accommodation Rooms. Additional cleaning fees mentioned above will be charged to clean up these items.

CANCELLATIONS

We would be disappointed should you cancel your booking. If the cancellation occurs within 30 days prior to the event, the deposit will be automatically forfeited. If however the cancellation occurs within 14 days prior to the event, then 50% of the estimated potential revenue for the function will be required to be paid.

N.B. Any cancellations must be received in writing.

LIQUOR AND FOOD

We are unable to permit the patron, guests or invitees to bring liquor and food into licensed premises. We do not allow external catering to be brought onto the property due to Health and Safety Regulations.

PAYMENT AND ACCOUNTS

Once you have confirmed your booking we do require that a deposit of \$500.00 be paid within 7 days of confirmation. We do not require any other payments until final numbers have been given 5 days prior to the function date, when settlement of the account is required. If payment has not been received at this time, management reserves the right to cancel the function.

Circumstances beyond the control of Comfort Inn & Suites Robertson Gardens

If Robertson Gardens is unable to provide the facilities or any other arrangements for your function or any part thereof, or to otherwise perform the terms of this agreement and Robertson Gardens failure is subject to disputes, strikes, or picketing, accidents, government (federal or state) requisitions, restrictions upon travel, transportation, food beverages, or supplies, equipment and power failure, and other causes which are beyond the decision or control of venue, Robertson Gardens is not responsible for any costs, damages or expenses that you may suffer or incur.

Whilst every reasonable effort will be made to ensure that your reception will proceed on the date you have nominated, we reserve the right to cancel your reception due to a change in circumstances/unforeseen Act of God which may be within or outside our control. As soon as we become aware of any such change in circumstances, we will notify you that your reception is cancelled and we will refund your deposit in full. Your damages in respect to any cancellation are limited to the amount of the deposit and you have no further claim against us for any further damages or loss that you may suffer as a consequence of the cancellation.

I hereby understand and accept the above terms and conditions of Comfort Inn and Suites Robertson Gardens.

Name _____ Signature _____

Date ___/___/___