



Policy Form for Function Room Hire

The following policies must be adhered to when hiring the Westland Hotel Motel Function Rooms.

- Seating and catering requirements must be received and finalized 48 hours prior to the event.
- No posters, staples, glue or fixtures to be placed on walls, doors or windows.
- Minors must vacate licensed premises by 12 midnight.
- Function rooms to be vacated by 1.00am.
- Damage to premises, loss of hired items or replacement of sundries will be the responsibility of the event's organiser.
- The venue operators are not responsible for misplaced or lost items.
- All personal items must be gathered and stored in one area at the end of the function to ensure easy collection the next day.
- Venue Hire fee covers room setup costs, staffing and operating overheads.
- All pricing subject to change without notice.
- Minimum charge for private function catering or a set menu is 15 people.
- Catering pricing covers food consumed on the premises on the day of the function. It is a restriction of the Hotel due to health issues and insurance policies that food remains can not be taken from the venue on the day of the event.

I, the event's organiser hereby acknowledge the above policy.

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(Event's Organisers Signature)

(Date)

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