

Pelican's terms and conditions for bookings

We thank you for choosing Pelicans for your special occasion.

It is our pleasure to present the following information and request that you contact our function co ordinator for any further inquiries or to make a reservation.

Pelicans Restaurant and Function Centre can comfortably seat up to 190 guests. Pelicans can accommodate small groups or larger parties.

The minimum amount of guests for the "exclusive use" of Pelicans Restaurant is approx 110 guests.

We offer a dance area, conditions apply, cake and present table for any occasion.

Pelicans are fully licensed and we uphold our duty of care to our guests, therefore we encourage our guests to drink in moderation and where deemed required and appropriate, to cease the service of beverages to minimize harm to a guest or the Hotel.

All flowers, table pieces, place cards, personal items, cameras, videos and musical equipment, cakes and gifts along with decorations supplied by the family and friends are the responsibility of the party organiser.

Unless previously arranged, Pelicans require all items to be removed from the premises at the completion of the event.

Pelicans take no responsibility for the event cake after the cutting of the cake is completed unless we are required to cut and serve the cake.

Tentative bookings for 30 guests or more will be held for 14 days after the initial enquiry.

If confirmation has not been formerly made along with a deposit and the return of the terms and conditions with a signature on each of the pages Pelicans reserves the right to cancel the tentative enquiry.

If you require Pelicans for a private function, we require 21 days notice for a cancellation.

A cancellation fee will be required if a party is cancelled within 14 days prior to the event.

The restaurant needs to be vacated by 11.00pm.

Credit Card details will be required 14 days before the event. For each 15mins past 11pm there will be a \$50 charge made on the card, as security and staff need to be paid for a later finish.

Being licensed premises, the Hotel is required to be closed by 11.30pm.

All functions booked on a Public Holiday will incur a surcharge.

When a function menu choice and the number of guests have been confirmed for the booking, payment for the confirmed number of guests will still be required even if the expected guests fail to attend.

Children 8 years and under are welcome to order from the children's menu on the evening.

If children wish to enjoy the finger food chosen for the event, the family will be expected to pay the finger food menu price for the child on the evening.

If you require a particular way for seating we require this to be finalised with our co ordinator 7 days prior to the event, otherwise Pelicans will arrange the tables suitable for the event at our discession.

Please no confetti, party poppers, rice, or liquid bubble mix. An extra fee of \$100.00 will be expected to cover the cleaning costs.

Menu selection will be required 14 days prior to the event.

Alterations to the menu will not be accepted after the confirmation has been made.

Payment by cash or cheque will be accepted.

- We require the check 7 working days prior to the event made payable to Beachside Brasserie which is our registered trading name.*

Credit card payments will incur a small extra charge, and will "only" be accepted 7 days prior to the event.

Payment in full shall be finalised before the formalities commence.

For a party of 40 or more, the hotel will determine if Pelicans is required to employ a security guard for the minimum of approx 4hrs.

A fee of approximately \$40 per hour will be required.

Pelicans will decorate the tables with white paper on the tables and coloured sprinkles. Along with paper napkins, cake server and knife, cake plates and a separate cake table for display of the events cake at no extra cost.

If white linen is required for the tables, a small charge will be required at \$ 10.00 per table 6 guests .

Thankyou for considering Pelicans for your special event.

*We look forward to meeting you again soon.
Please don't hesitate in contacting Melissa for further enquiries.*

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Groups and parties are our specialty!

Prices and selections valid until December 2012

Menus subject to change