

OSBOURNE -HOTEL- Corporate Guide





Corner Room

- » Private balcony
- » Full AV & audio compatibility
- » Upstairs shared bar & toilet facilities
- » Blackout curtains

30 **20** **18**
 COCKTAIL THEATRE LONG TABLE



Long Room

- » Private balcony
- » 1 TV for AV needs
- » Upstairs shared bar & toilet facilities

60 **40** **36**
 COCKTAIL THEATRE LONG TABLE



Sitting Room

- » 1 TV for AV needs
- » Upstairs shared bar & toilet facilities

30 **20** **18**
 COCKTAIL THEATRE LONG TABLE

MEETING ROOM HIRE \$35/HR

- » TV / HDMI cable
- » Iced water station
- » Wifi

Minimum 4 hours

Room Hire

Room hire is fantastic for small to medium group sizes needing a quiet meeting place outside the office. Osbourne Hotel can cater for 6 – 36, with multiple room options. Meeting Room Hire offers the use of the room with guests able to utilise our main bar facilities as needed throughout the day from 11am.

Don't go far for lunch, ask our function team to reserve you a table in the bistro. Hire cost must be paid in full prior to the event date.



DAY DELEGATE PACKAGE \$60PP

- » 8 hour hire
- » Notepad & pen
- » Flipchart / whiteboard
- » TV / HDMI cable
- » Mints & iced water
- » Wifi
- » Barista made coffee or tea on arrival
- » Morning tea OR afternoon tea
- » Lunch

Minimum 12 guests

LG Low Gluten
V Vegetarian
VG Vegan
LGO Low Gluten Option
VGO Vegan Option

Morning Tea or Afternoon Tea

SELECT 2 OPTIONS

Fruit Skewers ^{VG}
Vanilla coconut yogurt

Banana Bread ^V
Macadamia butter

Bacon & Egg Sliders

Choc Walnut Brownies ^{LG}

Chef Selection French Pastries

Lunch

SELECT 1 OPTION

Cold Option LGO, VGO
Gourmet Sandwiches

Gourmet Wraps

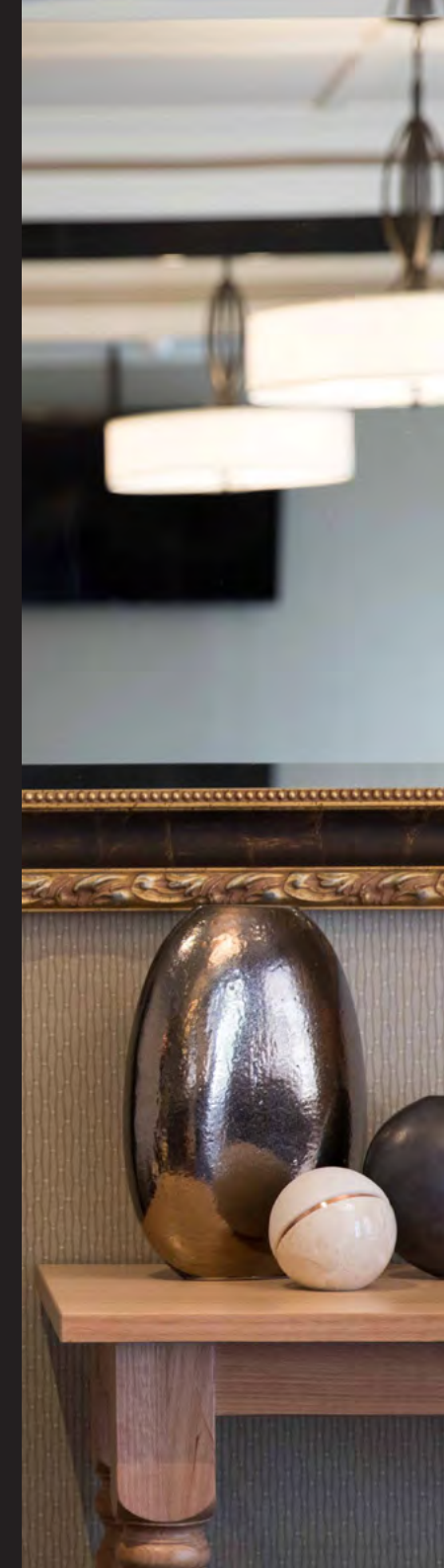
2 x Chef Selection Salads

Hot Option LGO, VGO
Sausages
Mash & onion gravy

Chargrilled Chicken
Greek style chicken, grilled veg
& cous cous

1 x Chef Selection Salad

Please speak to our function team to tailor your catering to suit any dietaries.



Terms & Conditions I

Deposit & Payment

By making the deposit payment, you confirm you have read and understand the T&Cs. Upon booking, the client pays a non-refundable booking deposit to secure their event reservation. Deposit amounts vary depending on event location and season. Deposits payments can be paid over the phone via Credit Card, through bank transfer using the details listed on the invoice, through strip pay now or at the Hotel in person. Please note surcharge may apply - card transactions incur a 1.5% surcharge, 1.9% surcharge for Amex and 1.8% surcharge for stripe. Surcharge payments are non-refundable. Deposit payment, less surcharge, is allocated as part of payment for the function space minimum spend requirement.

Catering Confirmation & Payment

All catering selections, guest numbers and final event payment must be received no later than 10 days before the event date. Your Function Coordinator will confirm these dates with you on booking. Catering prices and selections are subject to change, with our menu and packages changing annually. Please speak to our staff regarding specific dietary requirements. Catering orders cannot be changed once the client confirms their selection. For clarity, the Hotel cannot accept catering changes on the day or night of the event. Any external catering requires the Hotel's prior authorisation. Provided specific requirements are advised when confirming your catering selection, the Hotel can adapt menus to suit guests' dietary needs.

Cakeage

Cakes incur a cakeage charge of \$50, which includes a cake table, serviettes, plates, cutlery, and a cake knife. Our function staff will cut and serve the cake at a pre-arranged time during the event. Osbourne Hotel takes no responsibility for damage or loss of cakes held/left at the venue.

Dress Regulation

Please dress to impress. The minimum dress standard is smart casual style attire at all times. Thongs, Singlets, and High Visibility clothing are not accepted past 7:00 pm. Entry is subject to the Hotel manager's discretion.

Surcharge

A surcharge of 15% applies for Public Holidays catering and beverage spend. The Hotel advises the client of the surcharge and includes the charge in the event quotes, where applicable.

Minors

Under 18s, (minors) are permitted to attend events but must be accompanied at all times by their parent or legal guardian as defined in the Liquor Act 1992. Minors may not leave the function room unless accompanied by their parent or legal guardian. Minors or those without ID must not consume any form of alcoholic beverage, tobacco, vape or approach the bar. All minors must vacate the Hotel premises by 9pm.

Terms & Conditions II

Cancellation

By providing booking confirmation and deposit payment, the client acknowledges and accepts the Hotel's cancellation policy, outlined here:

- » All event cancellations must be advised by email to functions@osbournehotel.com.au
- » For notice of cancellation of a confirmed event received within 14 working days before the event date, the Hotel issues credit for the booking deposit, in the client's name, towards another event date. Event credits are valid for three months (inclusive) of the original event date. The original event location cannot be guaranteed, as it will be subject to availability.
- » For notice of cancellation of a confirmed event less than 14 working days before the event date, the client forfeits the booking deposit, and no credit applies.
- » For notice of cancellation of a confirmed event less than 7 days before the event date, the client forfeits the booking deposit and must pay 20% of the total prepaid minimum spend.

Loss or Damages

The Osbourne Hotel is not responsible for the loss or damage of personal property or company belongings. The client must remove all their property at the conclusion of their event. The client is responsible for all loss and damage they, their guests, or entertainers cause to the Hotel, property, and equipment. This loss and damage include but are not limited to hired equipment, furniture, and fixtures, whether owned by the Hotel or hired and allocated to your event. The client is responsible for all repair costs and the cost of restitution and replacement of any damage to the Hotel, equipment, fixtures, or fittings.

RSA/ID Scanners

The Osbourne Hotel practices responsible service of alcohol under the Liquor Act 1992. The Hotel will refuse or eject any patron deemed to be intoxicated or displaying unruly behaviour. There are no refunds for event guests who are refused entry. Guests 18 years or older must hold a valid form of identification. As required by legislation, the Hotel uses ID Scanners, and guests unable to produce a legal form of ID for scanning will be refused entry. From 10pm onwards, all guests including those hosting or attending functions must carry with them, a valid form of identification.

Pool Table

Our upstairs pool table is pay and play. Free play is unable to be offered to any groups.