

BY BOOKING YOUR EVENT AT THE BRIGHTON SAVOY, YOU AGREE TO THE FOLLOWING TERMS AND CONDITIONS.

1. DEPOSIT: A DEPOSIT OF \$2000.00 BY DIRECT BANK TRANSFER OR CASH IS REQUIRED WITHIN 7 DAYS OF CONFIRMATION. ONCE THIS DEPOSIT IS PAID, THE FUNCTION ROOM IS BOOKED FOR YOUR USE AND ALL OTHER POTENTIAL CLIENTS ARE TURNED AWAY. ANY FURTHER PAYMENTS MADE TOWARDS AN EVENT ARE TREATED AS DEPOSITS.

IN THE EVENT OF THE CANCELLATION OF YOUR EVENT, THE DEPOSIT IS NOT REFUNDABLE OR TRANSFERABLE. THE BRIGHTON SAVOY WILL TRY TO MITIGATE ITS LOSS BY ATTEMPTING TO REBOOK YOUR EVENT DATE. SHOULD YOUR EVENT DATE AND THE FUNCTION ROOM BE REBOOKED FOR AN EVENT OF A SIMILAR NATURE & VALUE, WE SHALL REFUND YOUR DEPOSIT LESS A 50% ADMINISTRATIVE FEE. THIS REFUND WILL BE PAYABLE AFTER THE DATE ON WHICH YOUR EVENT WAS DUE TO BE HELD.

IN THE EVENT OF A POSTPONEMENT OR CHANGE OF DATE, THE FULL INITIAL PAYMENT CAN BE TRANSFERRED TO A NEW DATE, PROVIDED AT LEAST 6 MONTHS WRITTEN NOTICE HAS BEEN GIVEN. THE EVENT MUST BE OF A SIMILAR NATURE AND AT THE SAME OR GREATER VALUE OF YOUR POSTPONED EVENT. AN ADDITIONAL DEPOSIT OF \$2000.00 IS REQUIRED TO SECURE YOUR NEW DATE AND WILL CONTRIBUTE TO YOUR FINAL PAYMENT. IN THE EVENT OF A POSTPONEMENT, PACKAGES AND PRICING ARE SUBJECT TO CHANGE AND YOUR EVENT WILL BE REQUOTED.

2. MINIMUM NUMBERS: THE FOLLOWING MINIMUM NUMBERS APPLY. SHOULD YOUR FINAL NUMBER OF GUESTS FALL BELOW THESE NUMBERS YOU SHALL BE CHARGED ACCORDINGLY. THE MINIMUM NUMBER OF GUESTS DOES NOT INCLUDE CHILDREN. SHOULD YOUR GUEST NUMBERS INCREASE SUBSTANTIALLY FROM YOUR INITIAL BOOKING, PLEASE CONTACT US TO DISCUSS MAXIMUM CAPACITIES.

	<u>SIT DOWN EVENTS</u>	<u>COCKTAIL PARTY</u>	<u>LUNCH</u>
GALA ROOM	MINIMUM 100 ADULT GUESTS	150 ADULT GUESTS	100 ADULT GUESTS
SEAVIEW ROOM	MINIMUM 80 ADULT GUESTS	120 ADULT GUESTS	60 ADULT GUESTS
WELLINGTON ROOM	MINIMUM 30 ADULT GUESTS	50 ADULT GUESTS	30 ADULT GUESTS
SEAVIEW TERRACE	MINIMUM 30 ADULT GUESTS	50 ADULT GUESTS	30 ADULT GUESTS

3. FINAL DETAILS APPOINTMENT: WE WILL CONTACT YOU TO SCHEDULE YOUR APPOINTMENT APPROX. 3-4 WEEKS PRIOR TO YOUR EVENT. AT THIS TIME, ALL DETAILS IN RELATION TO YOUR EVENT SUCH AS MENU SELECTIONS, ROOM PLANS & RUNNING SHEET WILL BE DISCUSSED. UPON COMPLETION OF THIS APPOINTMENT ALL DETAILS ARE FINAL, AND NO CHANGES WILL BE ACCEPTED.

THESE APPOINTMENTS ARE HELD ON WEEKDAY EVENINGS (MONDAY – THURSDAY) AT 6.00PM & 7.00PM. WEEKEND APPOINTMENTS ARE NOT AVAILABLE.

4. FINAL NUMBERS OF GUESTS: MUST BE CONFIRMED AT LEAST 4 WORKING DAYS PRIOR TO YOUR EVENT DATE. THIS CONFIRMED NUMBER IS THE MINIMUM NUMBER OF GUESTS THAT THE FINAL INVOICE WILL BE BASED ON.

5. METHOD OF PAYMENT: FINAL PAYMENT, BASED ON CONFIRMED NUMBERS, MUST BE IN THE FORM OF CASH OR DIRECT BANK TRANSFER. PAYMENT BY CASH IS REQUIRED NO LATER THAN YOUR HAND OVER APPOINTMENT PRIOR TO YOUR EVENT. A DIRECT BANK TRANSFER CAN BE MADE NO LATER THAN TWO WORKING DAYS PRIOR TO YOUR EVENT. WE DO NOT ACCEPT CREDIT CARDS AS PAYMENT FOR EVENT SERVICES.

6. HANDOVER APPOINTMENT: AN APPOINTMENT WILL BE SCHEDULED TO ARRANGE FOR THE HAND-OVER OF ALL ITEMS RELATING TO YOUR EVENT. THIS WILL BE SCHEDULED ON A WORKING DAY PRIOR TO YOUR EVENT. PAYMENT OF YOUR FINAL BALANCE IS REQUIRED AT OR BEFORE THIS APPOINTMENT.

7. BRIDAL SUITE: THE BRIGHTON SAVOY OFFERS A COMPLIMENTARY BRIDAL SUITE AS A GIFT TO THE BRIDE AND GROOM ONLY, THIS OFFER IS NOT TRANSFERABLE, AND THE SUITE IS NOT TO BE USED TO ENTERTAIN GUESTS AFTER THE RECEPTION. FAILURE TO RESPOND TO THESE CONDITIONS WILL RESULT IN THE OFFER BEING WITHDRAWN. ACCESS TO BRIDAL SUITE IS AVAILABLE FROM 2.00PM ON THE DAY OF YOUR EVENT.

8. MEAL SERVICE: ALL MEALS ARE SERVED ON AN ALTERNATING BASIS

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9. FOOD TASTING: THE BRIGHTON SAVOY DOES NOT OFFER FOOD TASTINGS; HOWEVER, OUR SEAVIEW RESTAURANT IS OPEN 7 NIGHTS A WEEK, AND YOU ARE WELCOME TO MAKE A RESERVATION,

10. EVENT DURATION: ALL EVENING EVENTS ARE QUOTED ON A FIVE-HOUR DURATION AND CAN COMMENCE FROM 5.00PM AND MUST CONCLUDE AT OR BEFORE MIDNIGHT. ALL LUNCHEON WEDDINGS ARE A FOUR-HOUR DURATION AND MUST CONCLUDE AT OR PRIOR TO 3.00PM. PLEASE CHECK YOUR EVENT QUOTE TO CONFIRM EVENT DURATION

11. CEREMONY & RECEPTION PACKAGE: IS A CONTINUOUS PACKAGE AND CAN COMMENCE AT OR AFTER 5.00PM AND MUST CONCLUDE AT OR BEFORE MIDNIGHT. IF YOU HAVE BOOKED OUR BEACH BACK UP PACKAGE, PLEASE BE AWARE THIS CANNOT BE CANCELLED AFTER YOUR FINAL DETAILS APPOINTMENT.

12. BEACH CEREMONIES – PLEASE NOTE A PERMIT FROM BAYSIDE COUNCIL IS REQUIRED. YOU CAN CONTACT THE COUNCIL ON (03) 9599 4444.

13. BEACH BACK UP PACKAGE – PLEASE NOTE IT IS A REQUIREMENT THAT YOUR RECEPTION PACKAGE AND BEACH BACK UP RUN CONSECUTIVELY.

14. BAR SERVICE PRE-EVENT: PLEASE BE AWARE THAT NO BEVERAGE SERVICE IS AVAILABLE TO EVENT GUESTS PRIOR TO THE PRE-DETERMINED EVENT COMMENCEMENT TIME.

15. BAR SERVICE: BEVERAGE SERVICE CONCLUDES 30 MINUTES PRIOR TO THE CONCLUSION OF AN EVENT. THE BRIGHTON SAVOY RESERVES THE RIGHT TO REFUSE BEVERAGE SERVICE AS PER RESPONSIBLE SERVICE OF ALCOHOL GUIDELINES & OBLIGATIONS, OR TO CLOSE THE BAR EARLY. IF YOU HAVE SELECTED THE OPTION TO PROVIDE A SINGLE BOTTLE OF SPIRITS PER GUEST TABLE, PLEASE PROVIDE STANDARD 700ML BOTTLES LARGER BOTTLES WILL NOT BE ACCEPTED.

16. OFFENSIVE OR ILLEGAL BEHAVIOURS: THE BRIGHTON SAVOY RESERVES THE RIGHT TO EXCLUDE OR EJECT ANY GUEST FROM AN EVENT WITHOUT REFUND. SMOKING IS NOT PERMITTED ANYWHERE INSIDE THE HOTEL BUT IS PERMITTED IN THE DESIGNATED OUTDOOR AREAS.

17. BEST PRACTICE GUIDELINES – MUSIC VICTORIA: THE OCCUPATIONAL HEALTH & SAFETY ACT 2004 REQUIRES THE BRIGHTON SAVOY TO MONITOR SOUND LEVELS TO ENSURE THAT THEY ARE WITHIN ACCEPTABLE GUIDELINES. PLEASE ADVISE YOUR BAND OR DJ THAT THEY ARE REQUIRED TO COMPLY BY COOPERATING WITH ANY MEMBER OF THE BRIGHTON SAVOY IN RELATION TO THEIR VOLUME AS DIRECTED.

18. PROFESSIONAL SERVICES: PHOTOGRAPHERS, VIDEO OPERATORS AND DJ / BAND MEMBERS IN ATTENDANCE FOR THE WHOLE EVENT MUST BE PROVIDED A MEAL. THESE PRICES ARE INCLUDED IN THE QUOTED EVENT PACKAGE.

19. IMAGES OR VIDEO: ANY EVENT TAKING PLACE AT THE BRIGHTON SAVOY MAY BE FEATURED FOR USE IN PRINT OR ONLINE MEDIA, INCLUDING THE BRIGHTON SAVOY WEBSITE AND SOCIAL MEDIA PAGES.

20. LOSS OR DAMAGE: THE EVENT ORGANISER IS RESPONSIBLE FOR THE REPLACEMENT OR REPAIR COSTS FOR ANY FIXTURES OR FITTINGS DAMAGED BY GUESTS PRIOR TO, DURING OR AFTER ATTENDING AN EVENT. THE BRIGHTON SAVOY SHALL NOT BE RESPONSIBLE FOR LOSS OR DAMAGE OF PROPERTY LEFT ON THE PREMISES PRIOR, DURING OR AFTER AN EVENT. YOU OR YOUR SUPPLIERS MAY NOT ATTACH ADHESIVES OR FIXTURES TO THE BUILDING, CEILINGS, WALLS OR OUTDOORS WITHOUT CONSENT.

21. CAR PARKING. PARKING IS AVAILABLE TO ALL PATRONS OF THE BRIGHTON SAVOY HOTEL. CAR PARKING IS SUBJECT TO AVAILABILITY AND NO GUARANTEE OR REPRESENTATION OF AVAILABILITY IS MADE. WE ARE UNABLE TO RESERVE CAR PARK SPACES. WE DO NOT ACCEPT RESPONSIBILITY FOR DAMAGE OR THEFT TO VEHICLES PARKED IN OR AROUND THE HOTEL.

22. EMERGENCY SERVICES. SHOULD AN EMERGENCY SERVICE BE REQUIRED ON SITE DURING, IMMEDIATELY BEFORE OR AFTER YOUR EVENT BOOKING, THE CLIENT OR THEIR GUESTS WILL BE LIABLE FOR THE CHARGES INCURRED BY THE OPERATION.

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23. BRIGHTON SAVOY PROPERTY THE OWNERS & MANAGEMENT RESERVES THE RIGHT TO MAKE CHANGES TO THE HOTEL AND BUILDING AS WE SEE FIT FOR IMPROVEMENT.

24. ACTS OF GOD. WHERE DUE TO MATTERS BEYOND THE REASONABLE CONTROL OF THE BRIGHTON SAVOY ANY EVENT THAT IS CANCELLED OR INTERRUPTED WHETHER BY OUTSIDE CONTRACTORS, GUESTS, ACTS OF GOD, POWER BLACKOUT, EARTHQUAKE, EXTREME WEATHER, FIRE, FLOODS, PANDEMICS, MAN-MADE OR OTHER CIRCUMSTANCES THAT PREVENT THE BRIGHTON SAVOY FROM BEING ABLE TO PERFORM ITS OBLIGATION UNDER OUR AGREEMENT, YOU RELEASE THE BRIGHTON SAVOY FROM ANY LIABILITY OR LOSS FOR SUCH MATTERS, AND CONSENT TO THE BRIGHTON SAVOY TAKING SUCH ACTION AS IT DEEMS NECESSARY TO MINIMIZE DAMAGE OR DISRUPTION IN THE INTEREST OF THE SAFETY OF YOU AND YOUR GUESTS.

IF THE BRIGHTON SAVOY AND/OR YOUR EVENT SPACE BECOMES UNUSABLE TO YOU ON THE DAY OF YOUR EVENT, WE WILL WORK WITH YOU TO FIND THE BEST POSSIBLE ALTERNATIVE AND WILL MAKE ALL ATTEMPTS TO REALLOCATE YOUR EVENT TO AN ALTERNATIVE DAY OR EVENT SPACE WITHIN THE HOTEL. YOUR EVENT PAYMENTS WILL BE TRANSFERRED TO AN ALTERNATIVE DATE.

25. COVID-19 THE BRIGHTON SAVOY WILL ACT IN ACCORDANCE WITH THE GUIDELINES OF THE AUSTRALIAN AND VICTORIAN DEPARTMENTS OF HEALTH AND WILL COMPLY WITH ALL ADVICE TO PREVENT THE SPREAD OF COVID 19.

WE WILL FOLLOW ALL ADVICE FROM THE GOVERNMENT AND LOCAL AUTHORITIES. UPON ACCEPTANCE OF ALL TERMS AND CONDITIONS YOU ALSO CONSENT TO ALLOWING US TO IMPLEMENT ANY ADDITIONAL PROCEDURES THAT WILL BE IN THE BEST INTEREST OF YOU, YOUR GUESTS, OUR STAFF AND CONTRIBUTING SUPPLIERS WORKING WITHIN THE HOTEL.

26. FIREWORKS/PYROTECHNICS AND SPECIAL EFFECTS. ANY FIREWORKS, PYROTECHNICS, BUBBLE MACHINES, DRY ICE MACHINES, OR SMOKE MACHINES NEED TO BE DISCUSSED WITH OUR TEAM BEFORE BOOKING. ONLY LICENSED PYROTECHNIC OPERATORS ARE PERMITTED. INSURANCE AND LICENSES NEED TO BE PROVIDED TO THE BRIGHTON SAVOY PRIOR TO YOUR EVENT.

27. FLOWER PETALS AND CONFETTI. DUE TO COUNCIL ENVIRONMENTAL GUIDELINES, NO LOOSE ARTIFICIAL PETALS ARE PERMITTED TO BE USED OUTDOORS IN THE CEREMONY SPACE OR ON THE BRIGHTON FORESHORE. CONFETTI, RICE, OR GLITTER ARE **NOT** PERMITTED IN OR AROUND THE BRIGHTON SAVOY.

28. TERMS THESE TERMS AND CONDITIONS ARE SUBJECT TO CHANGE DUE TO COUNCIL OR GOVERNMENT REGULATIONS, CHANGING CIRCUMSTANCES OR IMPROVEMENT FOR YOU AND YOUR GUESTS' EXPERIENCE AT THE HOTEL. YOU WILL BE ADVISED BY EMAIL WHEN CHANGES ARE MADE, AND THE HOTEL WEBSITE WILL BE UPDATED.

29. GST ALL PRICES ARE INCLUSIVE OF THE AUSTRALIAN GOODS AND SERVICES TAX (GST) OF 10%. SHOULD A CHANGE IN RATE OF THIS TAX CHANGE, THIS CHANGE IN RATE WILL BE PASSED ONTO TO YOU.