



THE SUSSEX HOTEL
68 Walkerville Terrace , Walkerville
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Dear Customer,

Thankyou for your function enquiry at the Sussex Hotel. Following is a guide to help you understand our function terms, conditions and availability.

All function enquiries are handled through the Terrace Bar by either the restaurant manager or the general manager, who will be able to help you with any question or requests that you may have.

Areas

Here at the Sussex Hotel we have three dining areas, the Terrace Bar located at the front of the building along Walkerville and Stephen Terraces, our Champagne Lounge and our Beer Garden areas located adjacent the Terrace Bar along Walkerville Terrace. All of these areas are open to dining both lunch and dinner seven days a week.

The Terrace Bar can seat up to 40 people for a dining function. It has full bar facilities and is easily sectioned off from the rest of the hotel.

The Champagne Lounge seats 55 people in a more informal lounge atmosphere. This room also has access to our bar. As it is a main access to our Beer Garden, this area can not be sectioned off from the rest of the hotel.

Our Beer Garden is capable of holding up to 70 diners and is a fully open area with two large umbrellas to provide shade. It has access to both the Terrace Bar and our Sports Bar. It is a smoking area at all times and also can not be sectioned off from the rest of the hotel

Licensing Times

Our dining times are as follows:

- 12.00 til 2.00 and 6.00 til 8.30 Monday to Thursday
- 12.00 til 2.30 and 6.00 til 9.00 Friday and Saturday
- 12.00 til 2.30 and 6.00 til 8.30 Sunday

The hotel is licensed until midnight Sunday to Tuesday, until 1am Wednesday and 2am Thursday, Friday and Saturday. Our Beer Garden is licensed until midnight every night of the week. All minors must leave the premises by midnight.

The Sussex Hotel does not host 18th Birthday parties.

Menus

We have a wide range of menus including platters, set menus, Christmas menus and of course our extensive Terrace Restaurant al-a-carte menu that we use for daily dining. Our Christmas and set menus have a minimum requirement of people and are ideal for work functions, birthdays and other special occasions when a formal seated meal is required. Our platter menu is priced individually and for a full 2 hour service.

Copies of all our menus are available from the Terrace bar for you to take or from our website. We ask that you confirm your menu choice at least two weeks before your function date and that you notify us of any alterations to the menus or of any special dietary requirements you may have.

You are more than welcome to provide your own cake for dessert, and we will be happy to supply you with the equipment to cut and serve the cake yourselves at no cost. If you wish, we can cut and serve your cake for you at a fee of \$2.50 per head. You are more than welcome to bring in your cake at any time prior to your function for refrigeration; however the hotel takes no responsibility for a cake in the event of damage or other such circumstances.

Drinks

Our bar has at all times six beers on tap, plus an extensive range of bottled beers, wines and soft drinks. Pricing on these drinks can be given on request. We do not have special drinks packages. A full copy of our drinks menu is also available from our website.

If there is a particular wine that we do not stock and you wish to supply, a corkage arrangement can be made for a limited number of bottles.

Management reserves the right to refuse service and expel any patron deemed intoxicated or displaying inappropriate behaviour, and to close the bar if deemed necessary without notice.

Decorations and Personal Items

You are more than welcome to decorate your reserved area the day of your function, and we can let you know the best time for you to start decorating. As we do use all of our areas in our daily dining some rooms may not be accessible until after our lunch service has finished but this can be discussed with the restaurant manager.

We ask that no small foil table scatters or party-poppers be used. We also ask that no decorations be stuck to the walls. At the end of your function if you would like

any of your decorations kept please let the staff know otherwise they will happily dispose of them for you. All decorations left will be disposed of 24 hours after your function unless under special circumstances.

Decorations can be delivered and stored the day prior to your function if needed, however the hotel takes no responsibility for decorations in the event of damage or other such circumstances.

The Sussex Hotel will not be held responsible for any injury, damage to or loss of equipment, merchandise or personal property of guests left on the premises prior to, during or after a function.

Music

All three of our areas have speakers controlled behind the Terrace Bar via an iPod. You may supply your own iPod for your function on request, however restrictions may apply to the choice of songs.

On Friday and Saturday nights and Sunday afternoons during summer we host live music. We ask that music be kept at a reasonable level until these bands are finished so as not to interfere with other diners.

Volume restrictions apply to our Champagne Lounge and Beer Garden areas and can be outlined by one of the managers for you.

Payment

No room hire fee is charged to hold a function at the Sussex as long as food is being consumed. A deposit will be required on confirmation of your booking and will be refunded to you at the end of your function. Deposits must be made within 7 days of booking confirmation, otherwise management reserves the right to reallocate your function room to other guests.

We can run both food and beverage 'tabs' for you and your guests. We ask that you set any limitations prior to your function date and this can be discussed with the manager in charge of your function. On request, we can run subsidized drink accounts for you, meaning that guests pay a set amount towards their drinks with the remainder being placed on your account. We ask that when running subsidized drinks, all drinks be set at the same amount payable by guests to avoid confusion.

We accept payment by cash or eftpos (debit, visa, mastercard, bankcard, amex), which can be paid either before or at the end of your function.

Cancellations made under 21 days of your function date will lose full deposits.

Every endeavour is made to ensure that prices remain as published, however these are subject to change. All prices are GST inclusive. A full itemized copy of your account can be provided upon payment if requested.

Function organizers are financially responsible for any damages sustained to the hotel by their guests during their function.

Contact Details

On booking, the manager in charge of your function will take your details so that we are able to contact you as your function date approaches to confirm any last requirements.

Bookings can be made at any time during our hours of operation by either phone 83441500, fax 82697660 or alternatively feel free to drop in and see us. If a manager is not available at the time, they will contact you at the earliest possible convenience. Guest numbers must be confirmed 3 days prior to the function date and will be considered final.

If you have any further questions regarding these guidelines or any special requests, we will do our best to accommodate you. We thank you for taking the time to read this guide and look forward to helping you plan your next function.

Management
Sussex Hotel

I, have read and agreed with the terms outlined above and take full responsibility for my guests and property. I understand that any accounts, costs and damages will be paid in full at the conclusion of my function. I understand that the Sussex Hotel has an obligation to abide by responsible service of alcohol guidelines and has the right to refuse service to anyone deemed intoxicated or displaying inappropriate behavior.

Function date:

Organises Signature:

Function Managers Signature: