

Infuse Restaurant: Wedding Information  
Hemisphere **HOTEL**



## (Hemisphere Wedding Package...

Includes:

- ✓ Infuse Restaurant, function space
- ✓ White clothed bridal table, inclusive of white linen napkins
- ✓ All guest tables [rounds suitable for 8 to 10 guests] include white linen and white linen napkins
- ✓ Menus for each table
- ✓ White clothed presentation table for wedding cake
- ✓ White clothed presentation table for gifts
- ✓ Table underlay – your choice of colour to match your theme
- ✓ Table runners – your choice of colour to match your theme
- ✓ Staging, lectern and lectern microphone for speeches
- ✓ Dance floor
- ✓ Complimentary car parking
  
- ✓ Chef's selection of hot and cold canapés, served for 30 minute duration
- ✓ Beverage package comprising of bottled sparkling, white and red wine; Australian beer including: VB, Carlton Draught and James Boags Light; soft drink; orange juice. Lunch functions are four hours duration. Dinner functions are five hours duration.
- ✓ An extensive menu selection, encompassing your pre selection of soup or entrée, main course and dessert [see below pricing options]
- ✓ Freshly baked dinner rolls
- ✓ Freshly brewed coffee and tea
- ✓ Wedding cake cut and placed in individual bags or boxes [provided by bride & groom] or served on shared platters, per table
- ✓ Bridal retreat
- ✓ Wedding co-ordinator and on the day support
  
- ✓ One complimentary Hemisphere **HOTEL** Deluxe accommodation suite for one night with spa, sparkling wine and chocolates on arrival.

## (A Little Extra...

The following are available, priced on application:

- ✓ Individual floral centre pieces for each guest table
- ✓ Fitted chair covers
- ✓ Extension of function time, per hour including beverages and staff
- ✓ Special meals and prices are available for children and toddlers
- ✓ Special meals and prices for band members/entertainment
- ✓ Entertainment
- ✓ Guest accommodation – special guest rates apply
- ✓ Upgrade to deluxe beverage package
- ✓ Spirit upgrade with beverage package
- ✓ Side dish or salad with main course

## (Pricing Options

The following pricing per person is valid from January 2011 to December 2012:

|                                           | <u>2011</u>          | <u>2012</u>          |
|-------------------------------------------|----------------------|----------------------|
| <b>Dinner Event;</b>                      |                      |                      |
| Your selection of                         |                      |                      |
| 1 soup, 2 main courses, and 2 desserts    | \$117.00 per person  | \$ 122.00 per person |
| 1 entrée, 2 main courses, and 1 dessert   | \$120.00 per person  | \$ 125.00 per person |
| 2 entrées, 2 main courses, and 2 desserts | \$123.00 per person  | \$ 128.00 per person |
| <b>Lunch Event;</b>                       |                      |                      |
| Your selection of                         |                      |                      |
| 1 soups, 2 main courses, and 2 desserts   | \$ 115.00 per person | \$ 120.00 per person |
| 1 entrée, 2 main courses, and 1 dessert   | \$ 117.00 per person | \$ 122.00 per person |
| 2 entrées, 2 main courses, and 2 desserts | \$ 120.00 per person | \$ 125.00 per person |

All prices are GST inclusive

## (Confirmation Agreement – Client to Return

The confirmation agreement, once signed shall form a binding agreement, between both parties outlining the responsibility of the client and the provision of services and charges of the Holmesglen Institute of TAFE trading as Hemisphere Conference Centre and Hemisphere Hotel "Hemisphere".

Both parties agree to be mutually bound by the terms and conditions as stated. Hemisphere undertakes to provide the facilities and services as outlined in the pertaining quotation and to provide exemplary service in all areas to the client.

I / We hereby acknowledge having read and understood the Terms and Conditions of Hemisphere and confirm the arrangements for our event on date of event.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

### Terms and Conditions

#### Confirmation of Booking

Bookings are only confirmed on receipt of a prepayment for deposit and this signed confirmation agreement by the date specified in the quotation. Without these Hemisphere has the right to re-book the reserved space. Prepayment of deposit is 35% of the original quotation.

#### Terms of Payment

After the prepayment for deposit has been received, final payment [the balance of the client's account] is required 10 days prior to the event date.

Final payment can be made by: cash, credit card, EFT or bank cheque [no personal cheques].

Any outstanding balance resulting from the event must be settled at the conclusion of the event. The clients credit card details will be retained as security against such eventualities.

#### Transferring of dates

Transferring dates and prepayments for deposit can be arranged when more than three months notice is provided.

#### Confirmation of numbers

Confirmed number of guests is required 10 days prior to the event date. The final balance for the event will be calculated based on this number.

#### Catering

Menu selections to be confirmed 3 weeks prior to the event date.

Hemisphere is licensed to provide all food and beverage consumed by the client and their guests attending functions/events at Hemisphere. The licence does not permit for clients to provide their own food and beverages [with the exception of wedding cake].

Hemisphere's liquor license concludes at 0100h.

#### Minimum numbers

##### Weekdays:

A minimum number of 100 adults is required for all Hemisphere events. Additional charges may apply should your numbers fall below this level.

##### Weekends:

A minimum number of 80 catered guests [based on a minimum of a two course function menu, beverages additional] is required for all weekend events in Infuse Restaurant or Swirl Bar.

#### Duration

Lunch events are for a maximum 4 hour duration.

Dinner events are for a maximum 5 hour duration.

Extensions on the above time frame/s can be negotiated.

#### Accessing and Vacating of Rooms

All rooms are required to be vacated by the time agreed with the Account Executive. Allowances for set up and break down times should be allocated.

Should the client require to store goods or equipment at Hemisphere, prior notice is required.

#### Room Set up Change

Room or function space setup to be confirmed 10 days prior to the event.

In the event of the client requesting a change to the room set up from what was agreed to at this time [including room turnarounds] a labour charge will be applicable, per room.

#### Relocation of Areas

Hemisphere makes every effort to provide areas as reserved, however, in the event of significant changes in requirements or unforeseen circumstances, Hemisphere reserves the right to relocate areas based on these changes. Any relocation will be in consultation with the client.

#### Cleaning

All decorative items must be discussed with your Account Executive. Certain items are not permitted within Hemisphere. Additional cleaning charges may apply to events with excessive décor.

#### Cancellation of Booking

Hemisphere, in good faith undertakes to reserve the space detailed in this quotation. In the event that the client has to cancel their booking, the prepayment for deposit will be forfeited where less than three months notice has been provided. Full refund of the prepayment for deposit less a \$150.00 administration fee will be provided if cancellation is received outside three months prior to the commencement of event.

Cancellations received 10 days [or within] prior to the event will be subject to full cancellation charges [100% of the estimated booking cost, as shown on the quotation]

#### Proof of Age

All conduct must be in full compliance with all applicable laws, Hemisphere operates with current Responsible Service of Alcohol [RSA] practices. Proof of age identification can be requested at any time by a Hemisphere staff member.

#### Security

Depending on the requirements of the event, the services of 1 or 2 security guards [pending guest numbers] is highly recommended. Hemisphere reserves the right to recommend the services, charged to the client.

#### Display Materials

Hemisphere can provide materials for display purposes. No nails, staples, screws, blu tac or other materials are to be attached to walls, doors or other parts of the building without prior consultation with the Account Executive.

#### Damage

The client accepts responsibility for costs for any equipment, furniture, fittings or parts of the building damaged by their guests.

#### Function Conduct

The client agrees to conduct any function/event in an orderly manner, respecting the right of other clients and guests of Hemisphere. All conduct must be in full compliance with all applicable laws.

#### Safety

No ignitable gases or liquids shall be brought onto the premises for any purpose. In the event of an emergency clients must follow the directions of Hemisphere staff.

#### Insurance

Hemisphere operates under the auspices of the Holmesglen Institute and as such is defined as a Government institution covered by the Victorian Education and Training Act. The Act includes catastrophe insurance and public liability insurance. Hemisphere will not accept any responsibility for damage or loss of client merchandise pre, during or post event. Clients' are responsible for contents insurance and all client merchandise must be removed from the premises at the conclusion of the event.

#### Smoking

In compliance with Government regulations, Hemisphere is a smoke free environment. Smoking areas are designated outside Hemisphere.

#### Unforeseen Circumstances

In the event of inability to comply with any of the provisions of this agreement by virtue of any cessation or interruption of electricity, gas, water supplies, industrial dispute or equipment failure, unforeseen contingency or accidents, Hemisphere reserves the right to cancel any booking and refund any prepayment for deposit without notice at any time.