

The Edinburgh Hotel  
7 High Street, Mitcham  
www.edinburgh.com.au  
08 8373 2700

## General Information

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### Tentative Bookings/Function Confirmations

Tentative bookings shall be held for 10 days of original reservation. All tentative bookings not confirmed after this time may be cancelled without notice or liability. To confirm a booking, the 'Booking Application Form' must be returned with the appropriate deposit.

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### Cancellations

Cancellation of your confirmed function must be received in writing. Should you cancel your function booking after a deposit has been paid, The Edinburgh Hotel will retain the security deposit. Cancellations made less than 2 months prior will incur a cancellation fee of 20% of the total estimated value of your function.

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### Opening hours

When booking private rooms we have two booking periods available, day functions can be booked until 5.30pm and functions held in the evening can be from 6.00-midnight. The hotel is licensed until midnight Monday-Saturday and 10.00pm Sundays

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### Final numbers

Final numbers (up to a 10 person variation from original booked numbers) are required 3 clear working days prior to your event. Variations over 10 guests are required 1 week prior. The number confirmed at this time, or the total number of guests attending the function, whichever is greater, will directly correspond with the amount charged.

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### Menu selection

Menu, drink and room selections must be finalised no later than 3 weeks prior to your function. A menu is also available for children under 12 years old. Special Dietary requirements are required 24 hours prior to your function.

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### Pricing

Prices remain fixed once the security deposit is received however prices are not set more than 12 months in advance. All Prices include G S T. Please note that some products are subject to availability.

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### Payment

Full payment of your function must be paid at the conclusion of your function, unless otherwise agreed upon by management. Payment of your function can be made by cash, credit card (American Express, Diners, Visa and MasterCard) or cheque. Cheques should be made payable to The Edinburgh Hotel and Cellars. Pre-payment for the platters is required for group bookings held in the garden.

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### **Minimum requirements**

The minimum requirements for catering and guests numbers vary during October, November and December, please refer to our room hire information sheet.

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### **Cleaning**

General cleaning is included in the room hire fee. Additional charges may be incurred, in instances where guests or the organizer has created excessive cleaning requirements. Confetti is not to be thrown on the hotel premises or gardens. Flower Petals are not permitted within the hotel but may be thrown in the garden, with approval from management.

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### **Damage**

The clients signing the 'Booking Application Form' are financially responsible for any damage sustained to the hotel by themselves, their guests or any other person attending the function. The Ed will not accept any responsibility for the damage or loss of any personal belongings left prior to or after the function.

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### **Decorations or displays**

The client may decorate the room themselves or alternatively we can arrange the decorations. The cost of the decorations will be added to the account at the end of the night, no service fee will apply. Nothing is to be nailed, screwed or adhered to any wall or other surface or part of the building.

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### **Entertainment**

Each room contains background music facilities, where the client may provide their own CD's or Ipod. The client can also hire a DJ or jukebox for the event, alternatively the Hotel can organize a DJ or jukebox and charges will be added to the final account. Dj's and bands are not permitted in the Pavilion or Garden areas.

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### **BYO**

A cake cutting fee will be charged for any cakes brought onto the premises.

No Food or Beverages may be brought into the hotel unless otherwise agreed upon by management.

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### **Responsible service of alcohol**

Should there be any problems with guests during the function, the hotel reserves the right to ask a patron/s to cease drinking alcohol or leave. Should this become difficult or the persons refuse, the function will be terminated due to liquor licensing regulations now enforced.

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**Please keep these terms and conditions for your future reference**