

THE  
Carrington  
FUNCTION CENTRE & THEATRE



*Style*

*Charm & Elegance*

Please email or scan or present in person booking form for office records and proof of booking, in addition if using electronic banking make reference to name on booking form.

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

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_

Post Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Date function to be held: \_\_\_\_/\_\_\_\_/\_\_\_\_

Have you paid the security deposit? Yes \_\_\_ How? No \_\_\_\_\_

Approximate number of adults attending: \_\_\_\_\_

**TERMS**

- I agree to pay for any damages or theft incurred at this function.
- A Security Bond of \$350.00 is due within 7 days of placing your verbal booking.
- With minimal numbers Bar attendant charges may apply.
- Menu choices, bar specification and food catering payment is due 7 days before your function.
- Bar Tab payable 50% 7 days in advance, balance before the night. Credit Card or Drivers license required as security for bar tab. Payment may be made by Cash, Cheque, Mastercard, VISA or by Electronic Deposit.
- Please make Cheques payable to The Carrington Bathurst.
- Credit Card Fees Apply. Visa, Mastercard and American Express 2% of total invoice.
- Sunday and Public Holidays – additional charges apply.
- All pricing is subject to change pending market and supplier price changes.
- I have read full terms and conditions below.

I accept the above Terms: \_\_\_\_\_

Print name in Full: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PAYMENT OPTIONS** – We accept payment at venue.

(1) Credit Card Payment \_\_\_\_\_

Name on Card: ( eg John H Smith) \_\_\_\_\_

Name of Provider: (eg Westpac) \_\_\_\_\_

Card Number: (16 digits) \_\_\_\_\_

Card Expiry Date: (month plus year) \_\_\_\_\_

CVC number \_\_\_\_\_

I authorise The Carrington Bathurst to charge payment to my credit card above \$350.00 plus credit card fee.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

(2) Online Payment via The Carrington Bathurst Bank Account

Bank: St George, Howick St, Bathurst, NSW, 2795

Account Name: Artimuse Pty Ltd t/as Carrington Bathurst

BSB: 112879

Account Number: 411162936

I have paid the deposit of \$350 directly into The Carrington Bathurst bank account.

Authorised Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**OPENING HOURS – Open anytime by appointment including after business hours.**

**Venue / Rooms are available 7 days a week.**

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#### **SCHEDULED TIMES**

**Lunch** – room hire up to 4 hours included. Eg 12 till 4pm

**Dinner** room hire up to 4 hours included. Eg 7pm till 11pm

**Weddings** up to 6 hrs included. Eg 6pm till Midnight pending on package chosen.

**Additional Room Hire** (on the day) is charged at \$180 per hour.

**Conferences & Wakes** – opening hours by arrangement.

Room Hire is defined and charged from the time the client requests we open doors eg 6pm until your guests have left the venue eg 12.30am. It is the clients responsibility to ensure guests leave function on time.

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#### **INCLUSIONS\***

**All sit down table service lunch and dinner bookings include:**

White linen tablecloths, White Two Ply Paper Serviettes, Hand Polished Cutlery, Crockery and Glass wear.

Glass wear includes a wine glass, a water glass and filtered chilled water bottle placed on each table complimentary.

All tables are set with a wine cooler, condiments (salt and pepper) and table numbers on tall number stands.

A guest seating board, presents table, registration table and cake table is provided on request at no charge.

Fully licensed bar is provided on request (conditions apply).

\*Entertainment, Sound & Visual Requirements, Loading In and Out plus Bar / Beverage requirements are by specification and are not included.

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#### **DECORATING:**

**Weddings**, two hours is provided in one block for decorating at no charge pending on what package chosen. Appointment required must be taken at least 2 hours before doors open.

For all other functions, one hour is provided in one block for decorating at no charge.

**Present Pick up** is either on the day/night or next day Monday to Saturday.

**Please see optional extra pricing for non included options and pricing.**

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#### **LICENSE HOURS / ENTERTAINMENT**

**Liquor License up to 3.00am. Your function may up go to 3am by arrangement.**

The Carrington permits clients to organise and book their own entertainment for events at the venue.

However, Entertainment must be approved by management.

Loading in and out, charges apply, Supervision of Audio/Visual technician may also apply.

Management reserves the right to control the volume of noise to meet our Place of Public Entertainment license requirements and to ensure our neighbours are not unnecessary disturbed.

Performers must not place themselves or function guests at risk.

No smoke machines or lighting involving the use of exposed fire permitted. No candles on the stage.

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#### **SECURITY BOND & PAYMENT TERMS**

A Security Bond of \$350 is required to confirm your booking. Cheques should be made payable to

The Carrington Bathurst. Your Bond is due within 7 days of you making a verbal booking. If the Bond is not received within 7 days we reserve the right to cancel your verbal booking and associated catering and offer our services and time to other clients.

Your bond will be refunded within 14 days of your event pending providing the client has met terms and conditions of hiring room / venue.

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#### **CONDITIONS OF ENTRY**

**The Carrington is a licensed venue and therefore No BYO.**

**No Alcohol or any illegal substance** is to be brought into the venue by you or your guests or by a supplier

for consumption, injection or inhaling or for use as a give away or a present. Any person that brings alcohol or a prohibited

substance into the venue will be asked to leave the venue regardless of their status or importance to the event. **Our venue policy** is that if any person is asked to leave and does not do so

immediately that Police will be called and management will support police efforts to charge the person with “failure to leave licensed premises” which carries an on the spot fine of \$550.

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**At live entertainment events**, under 18’s are usually permitted but must be in the immediate presence and

active supervision of a parent or legal guardian. Proof of ID may be required by both the under 18 and the

parent to prove the relationship. The Carrington reserves it’s right to conduct over 18 years of age events. This is usually advertised.

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## CONDITIONS OF ENTRY

## TERMS & CONDITIONS

**For Ticketed events** – either a hard copy ticket or an E ticket must be presented to gain entry. Persons part of a group must enter as part of the group ticket via a pre registered door list and group ticket.

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### PRICING

We endeavour to keep our prices consistent however, all pricing is subject to change with no notice pending market and supplier price rises. All prices listed are inclusive of GST at the current rate.

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### SURCHARGES

To comply with recent changes in legislation, The Carrington completes tailored quotes for any event on a Sunday or a Public Holiday. As a guide, Sundays are charged at an additional fee of 15% and Public Holidays are charged additional fee's of up to 40% additional to normal pricing structure.

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### SECURITY BOND & PAYMENT TERMS

We accept Cash, Eftpos, Bank Cheque or Direct Deposit (directly to our account).  
Company or personal cheque is accepted 14 days prior to event. No personal cheques on the night. No personal or company cheques are accepted for large catering jobs without written approval. (100 plus adults).

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**Bar Tab - 50% payable 7 days in advance, balance payable before the night of the event.**

**Entertainment Deposit** - \$100 non refundable deposit to book an artist(s) at time of booking.

**Full Eftpos facilities** are available at our venue at 99 Keppel St Bathurst. If you wish to pay by credit card, this may be done either in person.

**Credit Card Fees are charged to any payment made via credit card.**

Visa, Master Card and American Express 2% of total. This includes payments at events.

**If you fail to pay any bar or catering account or the balance of your account on time, our policy is to not refund your security bond and in extreme situations, to cancel your event without refund.**

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### FUNCTION DETAILS / GUARANTEED NUMBERS

**Final numbers / selections** for your function must be supplied 10 days prior to the event. Should this deadline not be met, we cannot guarantee that all the clients' requests be fulfilled.

Numbers may only be increased after this deadline in consultation with Management. Should there be a **reduction in numbers** prior to your event, we reserve the right to charge the client for the numbers advised before the event. If there is a **delay in confirming final numbers** we will charge client for number of guests originally indicated or the actual attendance whichever is greater.

**Table size and seating configuration** must be supplied 14 days before event to ensure Linen requirements are met. 30 days notice for Catering events over 200 plus.

**No refunds will be given for guests that do not show up to your function.** All food and service catering is done based on the numbers provided by you 10 days prior to your event.

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### SPECIAL DIETARY NEEDS

**Guests with special dietary needs must be advised to us 10 days before the event** otherwise we cannot guarantee they will be catered for. There is no extra charge for Celiac, Diabetic or Vegetarian Meals advised to us 10 days before your event.

Special dietary meals advised after 10 days before event attract a 20% surcharge.

Guests with special needs diets must be named and advised where they will be seated (by table number).

Guests with special dietary needs advised to us after 10 days before your event will be treated as additional attendee's even if originally included in final number. Eg 200 guests advised. You advise late that 10 guests require special meals. Cost to you will be for 210 guests.

### BABIES

Babies are welcome at The Carrington. Although we do not charge for infants that are not dining, it is very important that **a full space is allocated to infants** at a table. Eg 7 adults and 1 baby. Note that a pram takes up more room than a chair. It is dangerous to place infants in cots in walkways etc Infants are not permitted to be placed in basinet on the floor.

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### CANCELLATIONS

**If you cancel your event** we will endeavour to sell the date you had booked. If we sell the date, we will refund you your security deposit in full. If we do not sell your date, you will not be refunded your deposit. If you change your booking date, a new deposit will be required and the above condition will be applied. Cancellations of event within 60 days will result in the loss of your security bond.

All cancellations are required in writing. Cancellations via E mail require a copy to be sent to The Carrington at 99 Keppel St Bathurst NSW 2795.

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### **BAR SERVICE & GUARANTEE**

**At Carrington** - For cash bar events there is a guarantee of \$500.00 or \$5.00 pp (whichever is greater)

If the takings over the bar are lower than the guaranteed amount, then the client will be charged the difference which will be added to the invoice for the event.

**At Carrington, bar service is assumed.** Bar Staff are rostered one to 50 guests. If you require table service, additional service charges apply. We recommend an additional one steward per 50 guests for table service.

**Off Site** - For cash bar events off site there is a guarantee of \$550.00 or \$5.00 pp (whichever is greater)

If the takings over the bar are lower than the guaranteed amount, then the client will be charged the difference which will be added to the invoice for the event.

If table service is required, we recommend additional stewards 1:50 guests recommended.

**Mezz level:** Use of bar is an optional extra and charges for set up, pull down, Bar attendant will apply.

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### **STAFFING SERVICE**

**Applicable for Ushers, Drinks Table Service and Cocktail Food Service if requested.**

Monday to Friday (per hour – 3 hr min) \$25 / hr Saturdays (per hour – 3 hr min) \$30 / hr

Sundays (per hour – 3 hr min) \$36 / hr Public Holidays (per hour – 3 hr min) \$60 / hr

Calculated on one steward per 40 guests or part thereof.

Audio Visual Technicians, Lighting Technicians and Security Staff – price on application.

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### **CONDUCT OF GUESTS**

Should Carrington management believe that any guest(s) may affect the smooth running of the function operations, management reserves the right to remove the offending person(s) from the premises (including off site catering locations) and / or in extreme cases, to terminate the function.

The Carrington is required by law to cease service of alcohol to guests displaying signs of intoxication.

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### **SUPPLY OF FOOD & BEVERAGE**

We have a strict policy that all food (and beverages if applicable) be supplied by The Carrington. Food or beverages not supplied by us is not to be brought onto or consumed on our premises or off site catering location. (excludes celebration cakes).

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### **DECORATIONS & TABLE CENTRE PIECES**

• **Free 2 hours in one block venue access is available for weddings by appointment.**

• **Free 1 hour in one block venue access is available for all other functions by appointment.**

• **You may either supply your own decorations or hire off us.**

• Supervision Charges (Loading in and Loading out charges) apply to setting up decorations outside of the free time allocated to all events. This is charged at \$66 per hour or part thereof.

• Please respect that The Carrington is a protected heritage building.

• Candles must be white unless provided in an enclosed glass.

• Candles must be enclosed and not drip on tables or guests. Covers under candles are required.

• Replacements - Table clothes damaged by wax or flame \$55 / cloth.

• **The use of confetti, table scatters, angel dust, metallic tinsel or rice are not to be permitted on the premises, on tables or on the paths entering the building. Use results in the automatic loss of your security bond.**

• Flowers or tables centres must be brought to the venue fully made.

• Pins or nails must not be used to put up decorations anywhere in the venue. Any damages caused to the venue will be taken from your security bond. Decorations must comply with OH&S requirements.

**Permission must be sought to place any materials up anywhere in the venue.**

• Decorations not removed / taken down by client incur cleaning and removal fees.

• Please ensure that table centre pieces are not too large. If you have ordered a entrée platter (popular with very large functions), up to 3 large platter plates plus a bread roll basket may be required to be placed on the table to serve your guests. Note that these items will not be placed on your tables until just before your guests are due to arrive.

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### **SECURITY**

Carrington Security staff are required for student functions, 21sts, and any other event management deems appropriate. As a guide, approximate cost is \$3.50 pp calculated per 50 guests. Cost is higher during Bathurst Race Weekends.

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### **RUBBISH REMOVAL**

Please take all excess rubbish and decorations with you before leaving the function. We can do this for you for an additional cleaning fee.

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### **INSURANCE / DAMAGES / LIABILITY**

The Carrington Bathurst requires that all clients arrange their own insurance for events. The client will be responsible for the loss or destruction or damage to any property or any part of the used property or for any claim or loss, damage or injury however caused by the client or its employees, contractors, agents or guests. Should any damage occur, the patron will be charged for repairs accordingly. The Carrington takes all possible care but cannot guarantee any responsibility for damage to or loss of articles left on our premises or the off site premise location.

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### **LOADING IN AND LOADING OUT CHARGES**

**Suppliers that deliver during clients free venue access for decorating – no charge.**

Loading In and Loading Out charges apply to any entertainment brought to the venue. Cost is \$66 per hour or part thereof. This costs covers supervision of band, assisting band with power requirements, management of band cabling requirements and making sure your guests are not exposed to trip or fire hazards to meet OH&S requirements and venue operating overhead costs.

Loading in and out charges may also apply to any contractors associated with your event including but not limited to florists, cake suppliers, decorators and also to staff the venue to accept deliveries or pick up equipment after your event. Surcharges apply to Sundays and Public Holidays.

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### **TABLE FLOOR PLAN / SEATING PLAN**

**Please advise us in writing the numbers of guests that will be seated on each table.**

Please provide us with a copy of your table floor plan a minimum of 3 days before your function. If there are any changes to this plan, please advise us in writing. **By Law, the Final plan must be signed off with us to ensure an OH&S Work Safe Environment.**

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### **AUDIO VISUAL EQUIPMENT**

All audio visual equipment is additional to food and beverage catering requirements and must be organised in advance of your event.

Hire of audio visual equipment includes set up and testing of equipment but does not include audio visual technician(s) to assist you during your event.

If you wish to use The Carrington Stage, sound technician charges apply. Average cost is \$110 to set up and pull down. If you are bringing your own audio visual equipment, set up is with Carrington's approval.

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### **SMOKING**

Is not permitted anywhere inside the building including back stage.

Smoking is permitted outside in either of our 3 outside courtyard areas.

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### **DISABLED FACILITIES**

Please be advised that The Carrington does not have a disabled toilet.

With notice, a mobile disabled toilet can be hired in for you.

Access to the ground floor is flat and suitable for elderly and mobility aids.

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### **SECURITY BOND**

Your security bond of \$350.00 will be refunded within 14 days of your event providing the above terms and conditions of holding your event have been met. Please update your postal address with us if you change.