

~ OLIVE TREE HOTEL ~

LIFE CELEBRATION & WAKE PACKAGE

The Olive Tree Hotel is dedicated to helping you make the Life Celebration or Wake of your loved one as easy as possible for you.

To help you on this day, we are more than happy to coordinate with your chosen director to book and set up your event.

Simply inform your director that you have chosen the Olive Tree Hotel as your venue of choice.

3 hour package including:

- Dedicated event supervisor
- Self-serve tea & coffee station
 - Assorted sandwich points
- Tasmanian beef party pies w/ tomato sauce
- House-made beef sausage rolls w/ tomato sauce
 - Scones w/ jam & cream
- Bar facilities for drink purchases

\$25pp

Castello's
~ great food, good times ~



FEES, CHARGES & ADDITIONAL SERVICES

Room Hire – Function Room

- 3 hour hire
- Up to 70 guests seated, up to 120 guests standing
- Monday - Sunday **\$200**
- Public Holiday **\$400**
- Additional hours **\$150 per hour**

Room Hire – Back Bar

- 3 hour hire (Depending on the time & day, may not be exclusive room hire. Please check availability with Management)
- Up to 60 guests seated, up to 150 guests standing
- Monday - Sunday **\$200**
- Public Holiday **\$400**
- Additional hours **\$150 per hour**

Room Hire – Nook Cafe

- 3 hour hire (available from 5pm, 7 days a week)
- Up to 60 guests seated, up to 100 guests standing
- Monday - Sunday **\$200**
- Public Holiday **\$400**
- Additional hours **\$150 per hour**

Extra Items Available

- Linen tablecloths **\$3.50** per tablecloth

Signage & Menus

Castello's venues are more than happy to create a complimentary semi-custom welcoming sign & menus to match for your function or meeting.

Please discuss your requirements with our Functions Manager. Should you wish to provide your own, the size for the function sign is A3.

Should you have any other requirements for your function that are not listed, please contact our Functions Manager who can assist with your enquiries.

Bringing in a Celebratory Cake?

- Cake cutting complimentary for one cake
- Additional cake cutting **\$50**

Security

Security Guard is \$55 per hour (minimum of 5 hours) in accordance with our liquor license requirements. Please see T&Cs for more details.





TERMS & CONDITIONS

CONFIRMATION/DEPOSIT

In order to secure a function date, a minimum deposit of \$250 and a signed Booking Form will be required (this will in turn accept these Terms & Conditions). Tentative bookings will only be held for a period of 7 days

CANCELLATION

A minimum of thirty days notice must be received in the event of a cancellation to be entitled to a full refund of deposit. If cancellation occurs 14-30 days out from scheduled function date, 50% of refund will be retained. If cancelled within 14 days, 100% of the deposit will be retained. If cancelled within 7 days 50% of food bill and 100% of hire costs will be retained. In the event of mandatory government restrictions, a refund or rescheduling can be discussed.

CLIENT RESPONSIBILITY

As a licensed venue we do require all guests to have valid photo identity for proof of age. Castello's reserve the right to refuse entry to any guests and patrons that cannot provide this.

It is the clients responsibility that all guests behave in an orderly manner. Any abusive behaviour, drug abuse, or intoxication by patrons may result in immediate removal from the venue or, if necessary, the discontinuation of the function. In such cases, no refunds will be provided. Any damage to premise, persons or equipment as a result of disorderly conduct will be at the responsibility of the client. In the instance of where damage has occurred all associated costs will be charged to client.

At Castello's we have a dress code which is smart casual. No wearing of thongs, singlets, tracksuits and slippers – please make sure your party abides by these regulations to ensure entry into the venue.

DURATION

All functions are based on a five hour duration. The allocation of this five hour time frame will be confirmed upon liaison with Management. The function room can only be hired until 12:00am. Additional hours incur a charge of \$150 per hour, or part thereof. Additional hours must be pre arranged with Management prior to the event date. Should the client wish to book on, or the weekend of a public holiday, higher room hire rates will apply.

ROOM HIRE

The room hire fee will cover the cost of set-up, staffing and general cleaning. Linen will be quoted and charged according to your function room setup and requirements and are subject to change.

SECURITY

In accordance with our liquor licence, security is a compulsory requirement and will be provided by Castello's contracted personnel. Guards will be on charged at a rate of \$55 per hour per guard (minimum 5 hours per guard) and at a ratio of 50:1

ROOM ACCESS

Room access outside allocated function start and finishing times is dependant and only permitted on prior agreement with Management. For security reasons, guests and clients are not permitted in the function room at any time without the supervision of a staff member.

DÉCOR AND ENTERTAINMENT

All entertainment and décor prices are quoted from external providers and are subject to change. Should any Hotel décor be borrowed by the client for their function a \$100 bond will be required. The bond will be returned at the end of the function once all décor has been accounted for. If any décor is missing or damaged the \$100 bond will be retained by the venue.

COVID-19 OR GOVERNMENT RESTRICTIONS

In the event of government-imposed restrictions, postponements or cancellations due to COVID-19 or similar, a booked event will be assessed in good faith and any deposits may be transferred to a new date, subject to availability.

PUBLIC HOLIDAYS

A surcharge of 15% will be added to the food and beverage total for any event booked on a public holiday

CATERING AND GUEST CONFIRMATION

Confirmation of menu selections must be given no later than 14 days prior to the function date. Confirmation of final guest numbers must be given no later than 7 days prior to the function date and any reduction in number of guests within 7 days, 50% of guest costings will be retained.

Whilst all care is taken and respect is given to dietary requirements that you bring to our attention, The venue cannot be held accountable for any traces of ingredients that may be found in our dishes.

PAYMENT

Full payment is required no later than seven days prior to the function date. Full payment does not apply to bar options unless the client has selected to have a beverage pack. Bar Tabs must be paid in full on the day of the function. We accept all major credit cards, except American express.

RESPONSIBLE SERVICE OF ALCOHOL

The venue practices the responsible service of alcohol, as specified in the *Liquor Control Reform Act 1988*. Hotel management authorises staff to cease the service of alcohol to any individual showing signs of intoxication. I.D will be required, "no proof-no service". Underage drinking will not be permitted, nor will unacceptable behaviour be tolerated. Guests who fail to adhere to this will be asked to leave the premises. Shots are not permitted in the function room. Management reserves the right to refuse entry and/or service. Bar service closes thirty minutes before the end of the function.

BEVERAGE PACKAGES (WHERE APPLICABLE)

All attendees of a function with a beverage package need to be in the final numbers and paid for 7 days prior to the function. If there is more guests than have been paid for, the client will be given the option to pay the variance immediately. If this does not occur the attendee/s will be asked to leave.

MINIMUM SPEND

A minimum spend will apply for the use of a dedicated function space. This will be determined by the venue manager at their discretion. Minimum spend includes food and beverage purchases only, and excludes any third-party services.

FOOD AND BEVERAGE

All food and beverage must be supplied and served by the venue. No external catering or beverages are permitted without prior written approval (with the exception of celebratory cakes). A minimum of 40% of the total function spend must be allocated to food. This is to comply with responsible service obligations and ensure food is available throughout the event.

Beverage packages or bar tabs can be arranged, but must remain proportionate to the confirmed catering spend. Management reserves the right to limit alcohol service if this ratio is not met. The venue supports the Responsible Service of Alcohol and reserves the right to refuse service to any guest deemed intoxicated or underage.

Complimentary cake cutting applies for one cake; each additional cake will incur a \$50 cake cutting fee. Price does not include individual plating.

DAMAGE AND LIABILITY

The client is financially responsible for any damage caused by guests, contractors, or entertainers. The venue is not liable for any loss or damage to property brought onto the premises by guests or third-party suppliers. There will be additional charges if there is an unreasonable amount of cleaning required following the function.

OUTSIDE CONTRACTORS

Any products or services arranged externally to the Hotel are the sole responsibility of the client. Any outside contractors must liaise with management in all matters such as delivery, set up and pack downs and will adhere to any direction given by the venue. Set up and pack down of such items also remain the sole responsibility of the client.



~ great food, good times ~

