

# Fusilier Cottage Function Bookings

## TERMS AND CONDITIONS for beautiful functions at Fusilier Cottage

### Function Bookings

Fusilier Cottage can be booked for small functions, but this must include a (minimum) two-night stay.

Any online bookings for functions are not valid until accepted and confirmed by our Manager. Function bookings can only be made by contacting our Manager, Karen. Email: [fusiliercottage@gmail.com](mailto:fusiliercottage@gmail.com) or by mobile 0406 125 472.

Guests are required to fill out our function questionnaire, which will be emailed to you, to provide details of the type and nature of the function.

### Guest numbers

- In-house guest numbers: max 6
- Number of guests attending: max 20
- Total number attending must be no more than 26 including musicians, celebrant, bar/wait staff, caterers

### Space Size and Dimensions

- Indoor reception area: 25 M2 (plus dining alcove 10 M2)
- Outdoor garden area (lawn and gravel on Hampden Road side): 60 M2
- Outdoor entrance area (paved area by Waterloo Cres – can be opened to the street): 20 M2

**Fees and Security Deposit 2021 – 2022** (These charges are in addition to the base accommodation tariffs)

- Function Fee: \$400
- Refundable Security Deposit: \$400

Function fees include:

- The venue
- Existing internal and external lighting
- Barbecue (only to be used on the paved area on the Waterloo side of the cottage)
- Fire Pit (only to be used on the paved area on the Waterloo side of the cottage)
- Rubbish and recycling bins

### Payment terms

- We require a deposit of 50% of the full amount to secure your booking, with the final balance due 30 days in advance of your booking. In addition, a refundable security deposit of \$400 is also required 30 days prior to check in.
- Provided that you adhere to the terms and conditions, we will process the refundable security deposit of \$400 within 48 hours of your departure. Any extra cleaning or damage will be recovered from the security deposit and if the amount is greater than the security deposit you will be obligated to pay the difference.
- Full payment and security deposit must be received 30 days prior to your stay. Please call Karen on 0406 125 472 to make this payment.

- Bookings are strictly for one function only. For example, a wedding celebration is one function, and should you wish to host a following night 'after party' this is another separate function.

**Guests will need to arrange:**

- Caterers, we can provide a list of recommendations
- Crockery
- Glassware
- Cutlery
- Additional seating and tables
- Linen
- Disposal of all rubbish that is in excess of the garbage and recycle bins

Guests must ensure premises are cleaned to the same standard as they were provided, both internally and externally after your function. Please discuss with the manager if furniture is to be re-arranged.

**Times:**

- Check in time is 2:00pm.
- Earlier check in may be arranged depending on the time of previous guests.

**Other:**

- Please note for we do not allow fireworks, confetti, glitter, rice or helium balloons.
- Moving artwork or ornaments is not permitted. No nailing, tacking or blue-tacking of signs, balloons etc to the timberwork or walls.

**Function Cancellation Conditions**

Accommodation component: Cancellation prior to 14 days of arrival attracts a \$100 administrative fee. As we would naturally prefer you to stay with us, should you wish to postpone or cancel, we are happy for you to transfer your deposit to another time within 12 months. Any cancellations or postponements on or within 14 days-notice and non-arrivals attract the full tariff being charged.

Function component: Non arrivals and any cancellations made or within 30 days of the arrival date attract the full tariff being charged.

**Love Thy Neighbour**

Fusilier Cottage sits in the heart of the Battery Point Village, and as such, we have many neighbours both commercial and residential. We ask you and your guests to be respectful of these folk and also manage the security of our beautiful space during your function and your stay.

**The Overboard Clause**

One of the things you will understand when you come and stay with us is that we trust you with a beautiful and special space and things. So, if the property is not left how you found it, apart from reasonable and expected use, we are going to hit you up for extra cleaning costs and any repairs from damage or loss. Please have fun but make sure everyone keeps themselves and Fusilier Cottage nice.