



## FUNCTIONS

*Located less than a kilometre from the Semaphore beachfront, the ExeterHotel is a stylish location for weddings, engagements, birthday celebrations and corporate events.*

### MINIMUM and MAXIMUM CAPACITY

ROOM	COCKTAIL	LUNCH/DINNER
The Shed	40/100 guests	20/50 guests
Keg Room	40/80 guests	40/80 guests

### Confirmation of Final Numbers

Confirmation of final guest numbers is required a minimum of 2 weeks prior to your event. Final payment and confirmation of menu selections are also required at this time.

### Special Requirements

Please advise us of any special dietary requirements (including children). Our Chef will tailor specific menus based on these requirements.

### Room Hire

The Shed	\$ 100
Keg Room	\$ 250

### Room Hire Inclusions

- Exclusive use for a 5 Hour Duration
- Event Coordinator
- Personalised Menus
- Use of available audio equipment
- Use of helium at \$35 per 50 balloons – with prior notification

Payment of room hire is required no later than 2 weeks after reservation, securing the date for your event. **All tentative bookings are held for 2 weeks, after which time the held date will be released upon notification to the client.** In the event of cancellation we require 60 days notice for refund of deposits. The deposit is inclusive of G.S.T.

### General

Any damage to the building, furniture or property during the evening and immediately following the event will be the responsibility of the 'hiring parties' including any costs for repair or replacement.

The Exeter Hotel practices responsible service of alcohol. Any intoxicated or unruly persons will be asked to leave. Re-occurrence of the above behaviour may result in closure of the event. Due to our licence requirements all minors must leave the premises by midnight.

Please note the bar will close 15 minutes prior to the conclusion of your event. Due to liquor licensing regulations Sunday evening function must conclude by midnight.

**Phone our function manager, Kate, to arrange your event at the Exeter Hotel on 8449 6716**