



Weddings

Packages

CLASSIC \$110PP

5 HOUR DRINK STANDARD PACKAGE

SET MENU:
ENTREE | MAIN | DESSERT*
- NO ALTERNATE SERVE

OPTIONAL EXTRAS
- CANAPES
- COCKTAILS

ELEGANT \$150PP

5 HOUR STANDARD DRINK PACKAGE

MENU: TWO COURSE
ALTERNATIVE SERVE

Entree, Main or Main, Dessert

OPTIONAL EXTRAS
- CANAPES
- COCKTAILS

DIAMOND \$200PP

5 HOUR PREMIUM DRINK PACKAGE

CANAPES (45 MINUTES)

MENU: ALTERNATIVE 3 COURSE
ENTREE | MAIN | DESSERT*

OPTIONAL EXTRAS
- COCKTAILS

*\$6.50 PP EXTRA TO HAVE WEDDING CAKE SERVED ON TOP OF DESSERT
please see our inclusion page for all packages below





Get ready with us

Enjoy the perfect start to your special day by getting ready at Craigs Royal Hotel. The Tower Suite is the beautiful space which captures the pure beauty & history in the building.

Catered to you, we have a beautiful space available ensuring your day is nothing but perfect. This space will include:

Farmers Platter

Mumm Bottle of Champagne

Tea, Coffee & Condiments

TOWER SUITE: The perfect space for a intimate bridal party perfect for 2-4 of your loved ones getting ready for your special day. This space is including a private bathroom, private staircase leading up to the tower to take those perfect photos.

Our gift to you

At Craigs Royal Hotel we want your wedding day to be a treasured memory in which you will always hold with your partner.

As part of our wedding package here at Craigs Royal Hotel we want to offer a complimentary night stay on your Wedding day or return to us on your 1 year anniversary to reminisce on your special day which you shared in our hotel.

With 35 gorgeous rooms & a charming tower suite providing the perfect accommodation solution for our bride & groom & their nearest & dearest.

Everything you need at walking distance.

We will do all that we can at Craig's Royal Hotel to make sure your stay with us is everything you want & more.





Wedding Day Inclusions

Our stunning ceremony room & reception is of course provided as part of the nominated venue fee along with the extensive list below:

- Highly experienced & dedicate wedding reception co-ordinator on the special day
 - The set up of small personal items
- White table linen & White linen serviettes
 - Gift table
 - Cake table & cutting knife
- Cutting & serving of your wedding cake
(\$6.5PP if not included in choice of package)*
 - Table numbers
 - Microphone Lectern
 - Music facilities
- Staff will greet & provide directions to guests on arrival

* An additional 15% applies on Public Holidays.

BOOKING FORM

DATE OF BOOKING _____

TYPE OF BOOKING _____

CEREMONY _____

PRE-DINNER DRINKS & CANAPES _____

START OF RECEPTION _____

FINISHING TIME OF PACKAGE _____

NUMBER OF GUESTS _____

FUNCTION ROOM _____

PACKAGE COSTS _____

TOTAL COST _____

DEPOSIT _____

CANAPES (45 MINUTES) _____

TEA & COFFEE _____

ROOM HIRE _____

ADDITIONAL PACKAGE INCLUSIONS _____



BOOKING DEPOSIT

A booking is not considered confirmed until the duplicate of this form is returned to us signed by an authorised person together with a deposit of \$1000. This confirmation is required within 14 DAYS dated of receipt of contract. Unless this confirmation is received within the 14 DAYS, we reserve the right to accept an alternative booking.

PRICES

Prices quoted for any booking more than 6 MONTHS in advance are subject to change. Any changes will be advised in writing at the time they are ascertained by the management of Craigs Royal Hotel.

MENU

Menus will be as per the wedding function menu of Craigs Royal Hotel at the date of the wedding. Special requirements and dietary requirements will be provided on prior notice (2 weeks in advance). Menu selection will be selected by the client and confirmed, one month prior to date.

DIETARY REQUIREMENTS

Please be advised that all care is taken when catering for special requirements. It must be noted that within the premises we handle nuts, seafood, shellfish, sesame seeds, wheat flour, eggs, fungi and dairy products. Patrons requests will be catered for to the best of our ability, but the decision to consume a meal is the responsibility of the diner.

CANCELLATIONS

Cancellation of functions after the deposit has already been paid can only be done via direct consultation with management and only by the person who made the initial reservation and paid the deposit. In the event of a cancellation, the following fees will apply:

- More than 60 days notice Entirety of deposit refunded, less \$1000 booking fee.
- 40 - 60 days notice 50% of deposit forfeited
- Less than 40 days notice entirely of deposit forfeited

NUMBERS

Final guest numbers are required 4 weeks prior to the day of your wedding. The invoice issued based on the number of guests at this point in time. No reduction in guest numbers is accepted after final guest numbers are confirmed.

OUTSIDE CONTRACTORS

Approved with venue management. Any products or services arranged externally to the hotel are the sole responsibility of the host. Any outside contractors must liaise with management in all matters such as delivery, set up, pack downs, and will adhere to any direction given by staff members/management at Craig's Royal Hotel. Set up and pack down of such items also remains the sole responsibility of the host.

BYO

No food or beverage of any kind is permitted to be brought into the venue for consumption at a function by the host and guests with the exception of a cake, whereby the host must receive written permission from management and an additional cakeage charge may apply.

MINORS

The venue allows underage guests to attend functions, under the provision that they are supervised by a parent or legal guardian at all times. These guests are not permitted to leave the function space and must leave the venue at the conclusion of the event. Under no circumstances may any patron under the age of 18 years of age consume alcohol. If any minors are found to be consuming or in the possession of alcohol they will be asked to leave immediately in the company of their parent or legal guardian.

WEDDING PAYMENT

Due to the costs incurred on American Express and Visa/Mastercard payments. It will be necessary to add a 3.5% surcharge on American Express and 1.2% Visa and Mastercard, should this payment be required. The balance of account is payable in full, 4 WEEKS prior to the date of the wedding, a further cost will occur if this is not paid on the due date.

LIABILITY

The person(s) or company(s) listed as cilents above shall be liable in full for all costs and charges raised as a result of the agreed booking. The person signing this contract hereby confirms that they have full capacity and authority to do so.

DECORATIONS

Use of decorations of any kind needs management approval. An additional cleaning fee of \$500 may be incurred.

CONDUCT

The host is responsible for conducting the function in an orderly manner. All venue policies, procedures and legal responsibilities apply to all guests and hosts, including total compliance to all responsible service of alcohol and house policy standards. It is the host's responsibility to ensure that all details given to guests in regards to the wedding/function are accurate. If a wedding/function is booked under false pretenses or a host provides false information, management reserves the right to cancel the wedding/function without notice, and at the expense of the host.

ENTERTAINMENT

The client must inform Craigs Royal Hotel of all entertainment booked 1 month prior to the wedding date, stating the type of entertainment, times of engagement and contact name and phone number. The management reserves the right to approve all types and styles of entertainment engaged directly by the client. All entertainment is required to finish no later than 11pm.

LOSS AND DAMAGE

The client shall remain responsible at all times for any loss or damage to the property of Craigs Royal Hotel that is caused by the client, their guests or invites.

UNFORESEEN CIRCUMSTANCES

The management reserves the right to cancel any booking and refund deposits paid without notice at any time in the event of inability to comply with any of the provisions of the contract by virtue of any cessation of electricity or gas supplies, industrial disputes, plant or equipment failure, unavailability of foosstuffs or any other inevitable accident or unforeseen contingency.

MISCELLANEOUS FEES

The management of Craigs Royal Hotel agrees and confirms that all fees have been revealed and there will be no additional or miscellaneous fees other than those already declared in this contract.

I confirm that I, _____
have read and understood the above terms and conditions and agree to comply.

SIGNED BY BRIDE _____

SIGNED BY GROOM _____

FUNCTION MANAGER _____

DATE ____/____/____

Get in touch

FUNCTIONS AND EVENTS MANAGER

EMAIL: functions@craigsroyalhotel.com.au

PH: (03) 5331 1377

WEB: www.craigsroyalhotel.com.au