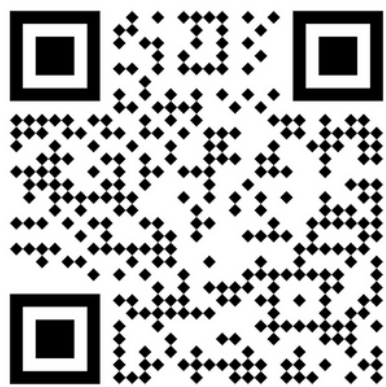


CORPORATE FUNCTIONS



SCAN FOR A BROCHURE





WELCOME TO CAVES

Caves House Hotel is a beautiful heritage-listed venue, restored to its former elegance and charm.

Originally built in 1903, the present Caves Hotel was rebuilt in 1938, in glorious art-deco interior styling after a fire devastated the original hotel. The venue is surrounded by 1.8 hectares of extensive heritage listed gardens and manicured lawns stretching towards the ocean, making in all a perfect relaxed location for; get away from it all conferences and functions.

Caves House Hotel offers unique function rooms seating from 20 to 100, as well as several other locations throughout our beautiful gardens.

Caves House Hotel is a scenic three-hour drive south of Perth, located at the “gateway” to several award-winning vineyards as well as the famous Ngilgi Cave and Yallingup Beach. This location makes Caves House Hotel an ideal location for conferences or corporate retreats, as well as providing ample entertainment for in-between meetings.

If you would like further information or would like to arrange a time to meet with our Functions Manager, please call **+61 8 9750 1888** or email **functions@ychh.com.au**

We look forward to welcoming you soon

All information detailed in this package (including prices, menu options etc) is current as of September 2022 and is subject to change without notice. All prices quoted are for indicative purposes only and exclude GST.

CONFERENCE FACILITIES



Injidup Room (75m sq)

Capacity: 42 seated

Weekdays (Monday - Thursday)

\$500 - full day, 8am-4pm + \$400 if extended until 9pm

Weekends (Friday - Sunday)

\$650 - full day, 8am-4pm + \$400 if extended until 9pm

A beautiful conference room with high, ornate ceilings.
A big bay window that overlooks the gardens and art deco fireplace.
In-built projector screen and projector available for hire.



Yallingup Room (138m sq)

Capacity: 100-150

Weekdays (Monday - Thursday):

\$950 - full day, 8am-4pm + \$400 if extended until 9pm

Weekends (Friday - Sunday):

\$1,200 - full day, 8am-4pm + \$600 if extended until 9pm

A beautiful conference room with high, ornate ceilings and a unique fireplace.

The Yallingup room includes exclusive use of the terrace overlooking the beautiful gardens of Caves House Hotel with glimpses of the Yallingup beach.

It also includes a private bar and toilet facilities and additional room for tea, coffee, buffet and meals.

**Table reconfigurations must be discussed with Functions Manager*



OUTDOOR VENUES ARE AVAILABLE FOR RECEPTION HIRE

CONFERENCE FACILITIES

*Outdoor venues are available for reception hire. A venue hire fee in addition to charges for marquees, tables, chairs, extended liquor license and any additional equipment required will be negotiated on enquiry.

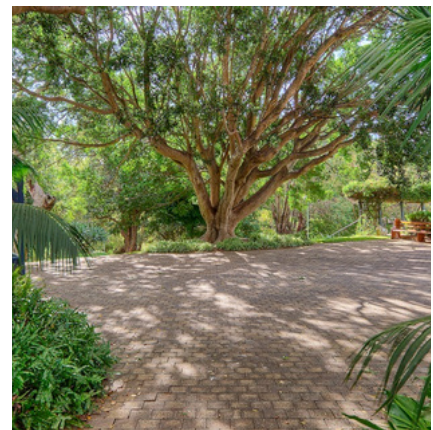
Included in your room hire is your choice of square or long tables, chairs, hire of crockery, cutlery, glassware as well as white tablecloths, white napkins, if required.

Included in your room hire if required are a whiteboard, flipchart, water, notepads and pens.

Services such as projector screen, data projector and additional AV can be hired at an additional cost to the hirer. (\$50)

All functions must conclude by the time stated in the Function Event Order. In the case of an event going past the scheduled conclusion time, there will be a charge of \$220 per half-hour (or part thereof).

Please note: If overtime occurs, a penalty rate of \$100 per 30mins will occur.



CATERING OPTIONS

All packages include a tea and coffee station for the duration of your function (max. 8 hours).

Breakfast Package

\$35.00 Per person - Full Buffet

Hot breakfast buffet including continental menu options, juices, etc.

\$25.00 Continental

Day Delegate Package 1

\$75 Per person per day

Morning and afternoon tea with a changing selection of cakes, slices, muffins, scones or a fruit platter. Includes cold lunch - assortment of fresh baguettes filled with fresh local produce, juices & soft drinks.

Day Delegate Package 2

\$90.00 Per person per day

Morning and afternoon tea with a changing selection of cakes, slices, muffins, scones or fruit platter. Includes hot lunch - A changing hot dish, salad or vegetables. Fruit platter, sweets, juices & soft drinks.

Half Day Delegate Package 1

\$50.00 Per person per day

Morning OR afternoon tea with a changing selection of cakes, slices, muffins, scones or fruit platter. Includes cold lunch - assortment of fresh baguettes filled with fresh local produce, juices & soft drinks.

Half Day Delegate Package 2

\$30.00 Per person per day

Morning OR afternoon tea with a changing selection of cakes, slices, muffins, scones or fruit platter.

Please note: Prices are subject to variation if booked 12 months in advance

ACCOMODATION

Well-appointed rooms and apartments are available to accommodate your local, interstate and international guests with a variety of ocean or garden facing views. All rooms are equipped with televisions, small fridge, Foxtel, free WIFI and a guest laundry. Caves House Apartments are located adjacent to the hotel. All apartments have lounge rooms, kitchenettes and balconies/veranda overlooking the extensive gardens.

CONDITIONS

- Check-in is from 2.00 pm.
- Check-out by 10.00am.
- Please note; peak season accommodation rates may apply at Christmas, New Year, Easter, School Holidays and all long weekends.
- Peak rates are available upon request.
- Rates are based on room-type only and may be subject to changes and availability.
- All conferences booked over long weekends will be required to take accommodation for a minimum of two nights.

ACCOMMODATION POLICY

Conference accommodation rates are available when booking five (5) or more rooms at Caves House Hotel, and will be invoiced too, and paid by, the event organiser. This is defined as a group booking and will therefore require coordination of a rooming list from the event organiser in liaison with Yallingup Caves House Hotel functions coordinators.

Guests NOT booking accommodation via your group booking will NOT be offered the conference rate but may access rooms at the standard rate, subject to availability.

Rooming lists, guest numbers & charges for reduced numbers

The Hotel will outline the expected number of guests and the number of hotel rooms booked in the confirmation. A final rooming list must be received no later than **21 days** prior to arrival.

Caves House Hotel takes no responsibility for careless allocation of rooms through the nominated person booking the function, company or couple. All reservations will be allocated into applicable room types by YCHH staff and room.

ACCOMODATION

Cancellation Policy: Cancellations, changes to the booking, and associated fees applicable

7 days from booking

25% of estimated event charge due.

120 days

An allowed reduction of up to 50% of original rooms will not incur a penalty. A \$50 administration fee per room will apply to any additional rooms cancelled.

90 days

50% of estimated event charge balance due.

60 days

An allowed reduction of up to 20% of confirmed rooms booked will not incur penalty. A \$50 administration fee per room will apply to any additional rooms cancelled.

20 days

Remaining estimated event charge balance due.

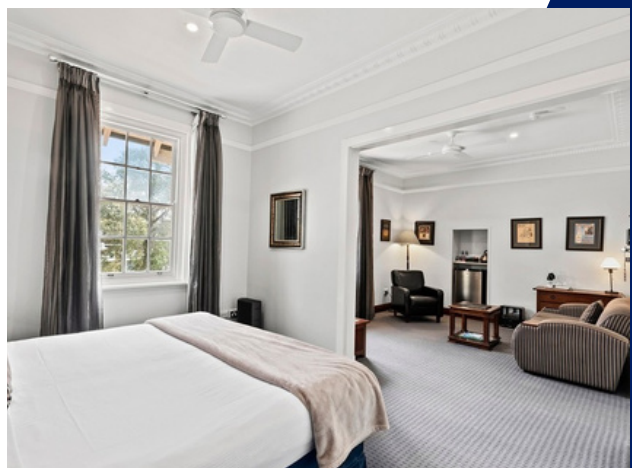
Less than 21 days

Reduction up to a further 20% of rooms will incur a \$50 administration fee and any rooms above this will forfeit the first night's fee.

Less than 14 days

All rooms cancelled will forfeit first night's fee paid. No refunds for reduction in food & beverage, and increases subject to availability.

All previously paid deposits for accommodation are non-refundable.



TERMS & CONDITIONS

BASIS OF AGREEMENT

Caves House Hotel aims to provide you with the highest level of service both in your planning stages and throughout your event. We will endeavor to accommodate your every request. Performance of this agreement is contingent upon the ability of Yallingup Caves House Hotel to complete same, and is subject to labour troubles, dispute strikes or picketing, accidents, Government (Federal, State or Local) requisitions; restrictions upon travel, transportation, food, beverages or supplies, and other causes, whether enumerated here in or not, which are beyond the control of Caves House Hotel.

CONFIRMATION AND DEPOSIT

A deposit is required within 14 days of receipt of booking confirmation with the hotel. The signed Terms & Conditions (as follows) must be returned to the hotel to book your event, venue and accommodation. Booking functions during various periods of high demand, the hotel may request another deposit up to 100% of the total anticipated cost of the event and associated accommodation for these functions. These conditions will be detailed in the Function Event Order and discussed with the organiser/client and the Functions Manager.

PAYMENT SCHEDULE

Please note that payment of a deposit indicates that you have read, understood and accepted the Terms & Conditions. All estimated totals are inclusive of accommodation, venue hire, food and beverage, other miscellaneous and incidental items as quoted and surcharges.

1st Deposit

Required fourteen (14) days after your tentative booking has been accepted by Caves House Hotel.
Amount due = First day's venue hire

2nd Deposit

Required no later than ninety (90) days prior to your confirmed function date.
Amount due = 50% of Estimated Event Charge Balance. For events booked within 90 days, your Functions Manager will arrange a suitable date for payment of 2nd deposit.

Final Payment

Full payment is due no later than ten (10) days prior to the function date. Your completed rooming allocation is required no less than 14 days prior to your function.
Amount due = remaining Estimated Event Charge Balance.

The Estimated Event Charge of your function will be determined by the Functions Manager.

The Estimated Event Charge will be based on the rates quoted in the Function Event Order. If you require any changes to your event, the hotel will then advise of any change to the charges. The Estimated Event Charge has been provided to you as an indicative figure only of the likely Event Charge. All rates are given in Australian dollars and are inclusive of GST. Failure to make expected payment terms may result in cancellation of function under management discretion.

Cancellation Policy

Venue Hire deposits are non-refundable. No refunds for cancelled food & beverage will be given within 14 days of your event.

The following forms of payment are accepted:

- Cash
- Credit card – surcharges apply:
 - 1.5% for all major credit cards including Visa, MasterCard, American Express & Diners Club.
 - The organiser/client is required to forward a completed credit card authorisation form to the hotel 10 days prior to deposit Schedule.
- Direct deposit into CHH bank account.

Full payment of any outstanding monies must be made immediately following the conclusion of the function. Should payment of the account fail to be received in full within fourteen (14) days after the conclusion of the function, Caves House Hotel will forward on any collection costs resulting from this non-payment to the organiser/client. These costs include any legal fees, collection agency fees or administration costs associated with non-payment of outstanding monies.

TERMS & CONDITIONS

DISCLAIMER:

Every effort will be made to maintain prices as indicated however price and menus may change. A 15% surcharge applies to ALL charges on public holidays. If the Event/Conference is booked 12 months in advance, prices will be subject to review.

The final attendance number is required no later than ten (10) days prior to the event. Final charges will be based on the final attendance number of guests, or the final count at the event, whichever is greater.

Should the final attendance not be received ten (10) working days prior to the function, the expected attendance indicated on the initial function contract or correspondence will be taken as the final attendance. Should the attendance on the day of your function exceed numbers confirmed on your Function Event Order, a surcharge based on the additional guests will be added to your final function invoice.

Caves House Hotel does not accept any responsibility for damage to or loss of any organiser/client property left at Caves House Hotel prior to, during or after a function. Caves House Hotel does not accept responsibility for damage or loss to property or equipment hired from outside contractors, contracted by the organiser/client. The organiser /client is financially responsible for any damage sustained to Caves House Hotel fittings, property and/or equipment by the organiser/clients, their guests, or outside contractors prior to, during or after a function.

In no event shall Caves House Hotel be liable for the loss of profit or other similar or dissimilar collateral or consequential damages, whether based on breach of contract, warranty, or otherwise.

In the event that Caves House Hotel is unable to provide the goods and services as stipulated, you agree to indemnify Caves House Hotel for any and all liability.

General and normal cleaning is included in the cost of the room hire. Additional charges will apply in instances where additional cleaning is required. Nothing is to be nailed, screwed, stapled, or adhered to any wall, door or other surface or part of the building. Signage in the House public areas is to be kept to a minimum and must be pre-approved by the Events and Functions Manager.

Caves House Hotel reserves the right to assign another venue within Caves House Hotel in the event that the original venue booked is unavailable (due to circumstances beyond our control). In all cases, the Functions Manager will inform the organiser/client accordingly providing as much notice as possible. To ensure the organiser/client is able to adhere to the above-mentioned payment schedule, the Function Manager will make contact with the organiser/client prior to each payment schedule with an updated Function Event Order and invoicing details.

Responsible Service of Alcohol

Caves House Hotel adheres to the laws regarding responsible service of alcohol. Alcoholic beverage service will be denied to any person deemed to be under the age of 18 years or showing signs of drunken and/or violent behaviour. The organiser/client will be advised of any decisions during the event through the Hotel Manager, Events and Functions Manager or Duty Supervisor.

Caves House Hotel is required by Law to cease service of alcohol to guests displaying signs of intoxication, and to comply with the requirements under the Liquor License. Unauthorised food and beverage consumed during the event or outside licensed areas may be removed, or the guest involved may be asked to leave under management discretion.

The organiser/client is responsible for ensuring that at no time will any of the organiser/client's guests, employees, or agents commit any act on premise which is illegal, immoral, noisome or offensive, or is in breach of any Local, State and Federal Statutes, By Laws, Orders or Regulations. If Caves House Hotel has reason to believe that a guest will affect the smooth running of the business, in either security or reputation, Caves House Hotel reserves the right to remove the offending person(s) from the premises and/or in extreme cases terminate the function.

Caves House Hotel reserves the right to request a suitable Security Bond (to be paid 60 days prior to the event). Charges for any damages incurred will be deducted from this bond. Further, if the type of event

TERMS & CONDITIONS

requires the presence of Security or Crowd Control staff, we reserve the right to employ such suitable staff, and the cost of the employment of these staff will be payable by the organiser/client, prior to the event commencing.

In order to ensure that all our guests enjoy their stay and experience at Caves House Hotel, we require all sound levels to be kept within normal acceptable levels. Any music or other sound produced via pre-recorded or live means (i.e., DJs, bands etc) must comply with House policy, laws and requests to keep the volume within acceptable levels. The acceptable level of sound must be adhered to and finished by midnight. Failure to ensure entertainment finishes by this time may result in additional surcharges without notice.

Failure to abide by these conditions may result in charges determined by the Events and Functions Manager along with the Hotel Manager of Caves House Hotel, with possible result to loss of function.

Storage:

The storage of materials or items for the event is subject to the availability of space and must be requested in advance. The hotel will take all the necessary care but accepts no responsibility for any loss or damaged items left in the hotel prior, during or after events. All items must be removed immediately upon departure. Should post event storage be required, it can be arranged and may incur a fee. All deliveries to the hotel must be advised prior to delivery date and must be delivered to Yallingup Caves House Hotel marked with the name and date of the event. CHH is not responsible for any loss or stolen deliveries.

Car Parking is complimentary.

TERMS & CONDITIONS

I _____ being the holder of the credit card detailed below authorise Caves House Hotel to process charges to this credit and hold my details for security purposes for the function following;

Please print clearly.

Organiser/client Name: _____

Name of Function: _____

Date of Function: _____

This is for the function DEPOSIT / FULL PAYMENT (please circle) Amount \$ _____

Type of Credit Card (Visa, MasterCard, Amex, Diners): _____

Card Holder's Name: _____

Card Holder's Address: _____

Card Holders phone #: _____

Credit Card Number: _____

Expiry Date: _____

CCV Number: _____

(Please note that surcharges apply: 1.5% for Visa, MasterCard, American Express & Diners Club)

Authorising Signature: _____

Authorising Name: _____

Date: _____

Upon completion, please return via mail, fax or scan and email to the following:

Attn: Functions & Events Manager
Caves House Hotel
PO Box 348
Yallingup, WA 6282
P. (08) 9750 1888
F. (08) 9750 1860
E. functions@ychh.com.au
W. www.caveshousehotelyallingup.com.au

FUNCTION AGREEMENT FORM

Please sign the Terms and Conditions below to indicate your acceptance and return with your deposit payment. This can be posted with a cheque or money order to:

Yallingup Caves House Hotel, ATT: Functions Manager, PO Box 348, Yallingup Western Australia 6282 or faxed to: (08) 9750 1560 with your credit card details (see next form). EFT transactions welcome.

I /We have read, understood and agree to abide by the above Terms & Conditions.

Name (s): _____

Signature (s): _____

Company or name of: _____

Date: _____

Event Date: _____

