



Weddings

ASCOTPARKHOTEL.CO.NZ

ASCOTPARKHOTEL.CO.NZ



PH. 0800 272 687

All prices quoted are GST inclusive



Congratulations

Thank you for considering the Ascot Park Hotel as a perfect venue for your wedding.

It is a very exciting time for you both and we would love to help you make this a special day to remember forever.

Ascot Park Hotel is the only place in town with all of the following features:

- › Dedicated wedding planners on site
- › Tailored menus
- › Versatile reception venue
- › Multiple theming possibilities
- › Complimentary Honeymoon Suite as our wedding gift to you (minimum 50 guests)
- › Special accommodation rates and information cards for your guests
- › Comfortable accommodation for your guests
- › Package OR tailored reception options
- › Beautifully landscaped grounds for outdoor ceremonies, photographs and pre-reception drinks
- › Indoor room as a wet weather option

We truly are your one-stop wedding venue.

Please find enclosed our detailed Wedding Packages which offer excellent value and service. If you would rather not purchase a package, then we are happy to work out an alternative cost for specific items based on your exact requirements.

We invite you to meet with us in person to view our facilities and discuss all aspects of your special day.

Kind Regards

Liz Hodgson and Courtney Lowe
Events Team

03 2199 304 | functions@ascot.ilt.co.nz



WEDDINGS PACK

Wedding Packages

Package	Classic \$750.00	Premium \$1300.00	Deluxe \$2000.00
Personal consultation	✓	✓	✓
Reception venue	✓	✓	✓
Venue set up (not including decorations)	✓	✓	✓
Round tables (up to 10 per table)	✓	✓	✓
Black/white tablecloths and napkins	✓	✓	✓
Licensed bar and staff	✓	✓	✓
Centerpiece (Mason Jar with seed lighting and tulle, pearls tied around neck)	✓	✓	✓
All cutlery, crockery and glassware	✓	✓	✓
Sound system (in doors only) and handheld mic for speeches	✓	✓	✓
Dance floor and staging for band	✓	✓	✓
Cake table, knife and gift table	✓	✓	✓
Table numbers on chrome stands	✓	✓	✓
Service of wedding cake	✓	✓	✓
Suite with spa - 1 night accommodation , breakfast following day (add wine & chocolates to premium package)	✓	✓	✓
Change room for the bridal party to freshen up in	✓	✓	✓
Special accommodation rates for your guests	✓	✓	✓
Easel for seating plan	✓	✓	✓
Post wedding clean up	✓	✓	✓
Table runners		✓	✓
Top table with fairy lights		✓	✓
Wedding curtain with fairy lights		✓	✓
White chair covers		✓	✓
Ceremony venue on the grounds			✓
Wet weather option			✓
Outdoor chairs (limited seating)			✓
Portable sound system			✓
Table and 2 chairs for signing wedding certificate			✓
Wedding arch			✓



Extra Services



You can personalise your wedding by theming it to reflect your character and the kind of look you want.

From the simple elegance of our silver candleholders to the intricate theming of one of our local experts, the possibilities are many and varied.

Please talk to us and we can refer you on to the best suppliers in the business.

Please note the Ascot Park Hotel does not receive commission or any financial benefit from recommending these preferred suppliers. They have all worked here on numerous occasions and we believe they can be trusted to deliver a consistently high standard of service and attention to detail, as you would expect for your Wedding Day.

Local Theming Experts

You are welcome to provide your own table centrepieces and adornments if you wish and our staff can place these on the tables once they are set. You may also provide your own room decorations or arrange this with one of our local experts:

> Plants Plus (John and Sue Fenton)

John and Sue offer a genuine and friendly wedding theming service, specialising in mood lighting, top table enhancements and feature plants.

03 216 4849 or 0274 372 661 | plants.plus@xtra.co.nz

> Marquee and Party Hire

Marquee and Party Hire has a huge range of wedding accessories and table top theming items for hire. The showrooms are based at 436 North Road, Invercargill.

03 215 7536 | pam@marqueeandparty.co.nz

> Out Front Design (Bryce Williams)

021 0294 1997 | outfrontthemedesign@xtra.co.nz



Reception Menus



Ascot Park Hotel strives to ensure your day is as special and as personalised as possible with a range of menus designed by our Executive Chef.

If any of your guests have special dietary requirements please advise us, and we are happy to cater for their needs.

> Plated Dinner

Our Functions Team and Executive Chef are happy to personalise a plated menu to suit your preferences and your budget.

> Buffet

With a range of buffet menus and an extensive selection of platters, our buffet menus cover a vast range of food selections.

The minimum number of guests for a buffet menu is 30 people.

> Beverage

With a wide range of beverages, both alcoholic and non-alcoholic there is guaranteed to be something to suit your special day.

> Children's menus

Available on request

If children wish to dine off the set menu or buffet, prices are as follows:

- > Children 5 years and under: free
- > Children 6 – 11 years: half price of selected menu
- > Children 12 and over: full price

For more information about any of our menus, buffet dinners or beverage list contact our Functions Team on 03 219 9305



Dinner

> Buffets

> Selection 1 \$41.50pp

One carvery, one hot dish, two vegetables, two salads and two desserts

> Selection 2 \$47.50pp

One carvery, two hot dishes, two vegetables, two salads and three desserts

> Selection 3 \$54.50pp

One carvery, three hot dishes, three vegetables, four salads and four desserts

Minimum of 30 people.

Menu includes bread rolls and freshly brewed coffee and tea.

> Carvery

Manuka honey spiced ham with walnut crust **GF DF**

Roasted ham with apple glaze **GF DF**

Slow roasted Hereford Prime rib served with au jus and creamed horseradish **GF**

House smoked Hereford Prime strip loin with barrel aged bourbon jus **GF DF**

Slow roasted sticky toffee pork belly **GF DF**

Slow roasted pork shoulder with apple and rhubarb ketchup **GF DF**

Roasted leg of lamb with honeycomb and rosemary **GF DF**

> Hot Dishes

Shrimp sautéed in garlic, white wine, lemon juice, butter and parsley served over linguini pasta and topped with parmesan cheese

Chicken Florentine, breast of chicken stuffed with fresh spinach, garlic, shallots, sundried tomato, prosciutto, parmesan and mozzarella cheese served with Italian herb cream sauce **GF**

Hereford Prime beef strip loin and sautéed whole button mushroom with rosemary and red wine jus **GF DF**

Marinated and glazed pork ribs with steamed bok choy **GF DF**

Jamaican jerk spice chicken with charred pineapple salsa **GF DF**

Beef stroganoff, braised Hereford Prime beef strips seasoned with garlic, onions, mushrooms, in a Burgundy wine sauce. Serve with steamed rice and garnished with fresh dill **GF**

Whiskey maple glazed salmon darns with fennel and daikon **GF DF**

Lamb shanks braised with tomato, Merlot and thyme **GF DF**

Grilled chicken breast with a light tomato cream sauce and shrimp **GF**

Korean beef BBQ, Bulgogi spiced beef, sautéed red peppers, green onions **GF DF**

Tomato crusted salmon, sun-dried tomato crusted salmon with a basil cream sauce **GF**

Beef bourguignon, Classic French provincial beef dish cooked in red wine and served with creamy potato puree **GF**



Dinner

> Buffets

Hot dishes continued...

Rustic grilled chicken marinated in lemon, thyme, black garlic and cracked pepper **GF DF**

Beef osso bucco, braised shin of beef with potato and parmesan puree **GF**

Green Thai fish curry and julienne of vegetables **GF DF**

Baked loin of pork with pancetta and Tuscan bean ragout **GF**

> Vegetables

Aromatic couscous with grilled peppers and olives **V DF**

Creamy potato, cheese and rosemary gratin **V GF**

Roasted root vegetables with black olive crumble and sundried tomato pesto **V GF DF**

Gourmet potatoes with fresh mint **V GF DF**

Vegetable & tofu chow mein with sesame soy reduction **V GF DF**

Steamed seasonal vegetables with parsley pesto **V GF**

Roasted eggplant and pumpkin with saffron crumbs **V**

Chargrilled broccolini, golden raisins, basil pesto and almond milk emulsion **V GF**

Maple kumara with bacon and walnuts **GF DF**

Roasted seasonal vegetables with chive and garlic butter **V GF**

Sweet roasted beets with orange and honey **V GF DF**

> Salads

Witlof and mixed greens with blue cheese, candied pecans, grapefruit, pear with grapefruit vinaigrette **V GF**

Mixed green garden salad with roasted red bell pepper dressing **V GF DF**

East Indian spiced marinated chick pea with salted yoghurt and coriander dressing **V GF**

Traditional creamy coleslaw salad **V GF**

Poached red beet salad, orange, mint, champagne vinaigrette **V GF DF**

Gourmet potato, smoked salmon and dill salad with sour cream dressing **GF**

Panzanella salad, marinated tomatoes, red onion, olives, cucumber, basil, crusty Italian bread, extra virgin olive oil & fresh citrus **V**

Quinoa tabbouleh salad with hummus dressing **V GF DF**

Fregola and roasted vegetable, spiced yoghurt, mint and basil tips **V GF**

Traditional Greek salad **V GF**

Lentil and mixed leaf, chorizo and sherry vinegar **GF**

Quinoa, goat's cheese, cucumber, blueberries and mint **V GF**

Courgette, baby rocket, basil pesto and garlic bread crumble **V DF**

Roasted pumpkin, penne pasta, feta and walnut salad with roasted red bell pepper sauce **V GF**

Lightly spiced cauliflower with pine nuts and raisins **V GF DF**

Grated carrot, Chinese cabbage, bean sprout slaw with honey soy vinaigrette **V GF DF**



Dinner

> Buffets

> Desserts

Chocolate coated profiteroles with cream centers

Lemon sponge filled with lemon cream and raspberry jam

Traditional pavlova with whipped cream garnished with fresh seasonal fruit **GF**

Rich and creamy cheesecake with berry coulis

Rich dark chocolate mousse garnished with chocolate shards **GF**

Sour cream coffee cake with walnuts

Warmed moist ginger bread pudding with caramel sauce

Cheese cake with passion fruit glaze

Lemon butter milk custard with ginger snap cookie

Apple and raspberry crumble served with warmed vanilla custard

Elvis's favorite peanut butter, pretzel and banana pie

Warmed rich chocolate brownie garnished with walnuts and berry compote

Fresh seasonal fruit salad served with ice cream **GF DF**

Triple chocolate cake, strawberry sauce and cocoa nibs

Ice cream



Dinner

> Plated meals

Choose your preferred course items to make up your menu.

Menus include bread rolls and tea and coffee.

> **Option 1** **\$36.00pp**
One main course and one dessert

> **Option 2** **\$47.50pp**
One entrée, two main courses alternately served, one dessert

> **Option 3** **\$58.00pp**
Two entrées alternately served, two main courses alternately served, two desserts alternately served

Set Menus with a choice of options in each course are available for groups of 15-40 guests.

VIP menus can be created and tailored to suit your budget, the occasion and the seasons.

Please enquire directly with our functions team.

> Optional starter platters

Breads and dips **\$4.00pp**

Antipasto **\$9.50pp**

> Entrée Options

Chicken broth, mustard dumplings, pulled roasted chicken and black truffle

Crisp ricotta beignet, celeriac puree, roasted cauliflower, beetroot, pine nut and endive salad

Yorkshire pudding with venison bolognaise, parsnip puree, blue cheese sauce, shoe string mushroom and truffle

Burnt leeks with hens egg, Portobello mushroom, truffle and Pecorino Romano

South Island smoked salmon with watercress hollandaise and white asparagus

Duck liver terrine, burnt orange and gingerbread

Dry aged duck breast, pickled walnuts, turnips, black pudding, warm cherry compote

Smoked duck breast, butternut pumpkin and sage risotto

King crab and baby shrimp cocktail

King crab cake, pickled vegetable ribbons and citrus emulsion

Ham hock terrine with black garlic puree, parsnip crisps, duck liver hollandaise and micro salad

> Main Course Options

Sous vide Hereford Prime strip loin with beef cheek, a burnt onion, porcini & blue cheese tart, beetroot and horseradish gratin, peas a la Francaise and Béarnaise sauce

Porcini rubbed prime New York Strip loin with potato pancetta rosti, roasted shallots, and blue cheese butter

Slow roasted pork loin, braised puy lentils, parsnips, spinach, burnt pears, Cabernet jus and crisp shallots

Pork rib eye and smoked belly with Ascot cured pancetta, crushed minted peas, honey carrots and Madeira Jus

Sous vide chicken breast with garlic and sage, house cured bacon, saffron potato fondant and charred onion slaw

Butter poached chicken breast, charred leek, sweet pumpkin veloute, vadouvan granola and orange poached carrots ribbons

Braised lamb shank with sweet pumpkin puree, sautéed potato and parsnips, edamame beans and tomato jam

Braised lamb shoulder with macadamia purée, broad beans, pickled onions, balsamic macerated cherries & saffron couscous



Dinner

> Plated meals



Main Course continued...

Sous vide of pure south lamb loin, lamb faggot, black pudding, potato puree cavolo nero and honey carrots

Chestnut gnocchi with brown butter sauce, chestnut, mushroom, kale, sage, garlic and truffle

Roasted pumpkin, maple pear, chestnut and parsnip puree, black truffle and micro herbs

Sous vide Stewart Island salmon, saffron potato fondant, edamame beans, black sesame crisps, Shiso oil, pea feathers and salted lemon

Asian marinated Stewart Island salmon set on green tea noodles, prawn dumplings, black fungi and fish broth

> Dessert Options

Chocolate gateau, almond tuile, flourless chocolate biscuit, passionfruit cremeux and chocolate Bavarian mousse

Coconut mousse, raspberry cream and financier biscuit

Banana, salted caramel, chocolate cream and coconut dacquoise

Blue cheese smoked over hazel nuts with pear custard, candied hazelnuts and maple syrup jelly

Rum soaked doughnuts, butterscotch mousse and lime segments

Rich chocolate mousse cake with berry gelato, dried raspberries and candied mandarin

Ricotta cake, roasted almonds, preserved lemon ice-cream

Hazelnut meringue with lime curd and mango

Warmed gingerbread pudding, eggnog panna cotta, candied hazelnuts, cinnamon cremeux, caramel sauce and eggnog powder

Chilled rice pudding, chocolate sorbet, mandarin and macadamia nut tuile



Canapés

Tray service canapés

> \$2.80 per item

Minimum of 10 portions per canape

> Cold

Parmesan and rosemary shortbread with roasted cherry tomatoes and feta

Assorted nori rolls with wasabi and soy sauce

Tropical fruit kebabs with honeyed yoghurt

Pears with creamy blue cheese wrapped in prosciutto

Chicken pate & beetroot relish on 5-grain toast

Shaved seared Hereford beef fillet on horseradish toast

Sweet corn fritters with avocado salsa

Cheese scones with onion relish

Dill marinated salmon with pistachio parsley pesto and caper berry

Goat's cheese tartlets with sun-dried tomato and rocket pesto

Sweet corn fritters with smoked salmon and crème fraîche

Stewart Island salmon mousse tartlet with smoked salmon tartar

Prawn nori rolls with wasabi mayonnaise

Mini baguettes filled with prawns and chervil aioli

Smoked duck served on croute with beetroot relish

Dill buttermilk pancakes with Stewart Island salmon gravlax and horseradish cream and chives

Goat's cheese served on croute with roasted capsicum, red pepper jam and basil

> Hot

Walnut dukkha encrusted fish with an orange, parsley and yoghurt dipping sauce

Herb and roast garlic pita bread with chickpea hummus

Lemongrass chicken satay, chilli, coconut peanut sauce

Nut and seed encrusted chicken with mango mayonnaise

Mini sweet kumara cottage pies

Pork wontons with sweet chilli dipping sauce

Tempura prawn cutlets with tartar sauce

Honey glazed pork belly square

Parmesan crusted green lip mussels

Lamb, apricot and rosemary sticks

Chicken, cashew nut, coriander and soy dipping sauce

Lamb, pistachio and harissa sausage rolls

Lemongrass and coriander fish cakes with lime and chilli mayo

Chorizo, shallot and potato croquettes

Tiny beef cottage pies with sweet kumara tops

Seared scallop served on spoon with mango, crushed cashew nut and lime dressing

Leek and double cream brie cocktail quiche

Mini beef burgers with onion jam, tomato relish and aioli

Salt and pepper prawn with roasted garlic mayonnaise

Mushroom and double brie cheese filled profiteroles with sweet pea purée



Platters

> Breads & Dips \$80.00

Designed for 20 people to share

With a selection of 3 gourmet dips

> Asian Platter \$55.00

Designed for 20 people to share

Spring rolls, samosas and wontons served with a sweet chilli sauce

> Foveaux Strait Platter \$70.00

Designed for 10 people to share

Prawn cutlets, tempura battered blue cod, squid rings, fresh green lip mussels and smoked salmon

> Party Platter \$56.00

25 items

Potato top savouries, bacon and egg savouries, sausage rolls with tomato compote

> Beef or Chicken Kebabs \$55.00

20 kebabs

Your choice of beef or chicken skewers with the Chef's special marinade

> Antipasto Platter \$95.00

Designed for 10 people to share

Assorted bread and dips, selection of cheese and meat, antipasto style vegetables

> Club Sandwich Platter \$96.00

For 20 people

40 sandwiches with a selection of assorted fillings

> Deep Fried Goodness \$55.00

20 chicken bites, 20 spring rolls, 20 samosa and 20 wontons served with sweet chilli sauce



Beverages

> Sparkling Wines

Brancott Estate Brut Cuvée	\$36.00
Brancott Estate Brut Cuvée 200ml	\$10.50
Deutz Marlborough Cuvée	\$50.00

> Sauvignon Blanc

Grayling	\$32.00
Brancott Estate	\$36.00
Stoneleigh	\$38.00
Brancott Flight (low alcohol)	\$36.00

> Chardonnay

Grayling	\$32.00
Brancott Estate	\$36.00
Stoneleigh	\$38.00

> Pinot Gris

Grayling	\$32.00
Brancott Estate	\$36.00
Stoneleigh	\$38.00
Brancott Flight (low alcohol)	\$36.00

> Riesling

Stoneleigh	\$38.00
------------------	---------

> Pinot Noir

Grayling	\$32.00
Brancott Estate	\$36.00
Stoneleigh	\$38.00

> Merlot

Stoneleigh	\$38.00
------------------	---------

> Shiraz

George Wyndham (South Australia)	\$44.00
Jacob's Creek Double Barrel Shiraz	\$42.00

> Bottled Beer

Amstel light	\$4.80
DB draught	\$6.00
DB export	\$6.00
Heineken	\$7.50
Heineken light	\$7.50
Speight's	\$6.00
Speight's Old Dark	\$6.00
Speight's Mid Strength	\$5.00
Steinlager Classic	\$7.50
Steinlager Pure	\$7.50
Corona – Mexico	\$8.20
Stella Artois – Belgium	\$7.50
Monteith's Cider	\$7.50
Export Citrus	\$4.80



Beverages



> Spirits Double Serve

Bacardi	\$7.80
Bourbon – Jim Beam	\$7.80
Brandy – St Remy	\$7.80
Gin – Gordon's	\$7.80
Rum – Coruba	\$7.80
Tequila – Agavero	\$10.40
Vodka – Absolut	\$7.80

All spirits served as doubles unless specified

> Port 50ml Serve

Taylor's 10 Year Old	\$8.80
----------------------	--------

> Sherry 50ml Serve

Old Master	\$4.20
------------	--------

> Liqueurs Double Serve

Baileys	\$9.00
Kahlúa	\$9.00
Southern Comfort	\$8.40
Drambuie	\$10.00
Midori	\$10.00
Cointreau	\$10.00

> RTDs

Bourbon and cola	\$8.50
Coruba and cola	\$8.50
Jack Daniel's & cola	\$8.50
KGB	\$7.50

Non Alcoholic

> Sparkling

Small spirit mixer	\$1.00
Large spirit mixer	\$1.80
Large soft drinks 350 ml glass	\$3.20
Carafe soft drink	\$9.50
Red Bull	\$5.50
Bundaberg Ginger Beer	\$4.50
Bundaberg Lemon, Lime & Bitters	\$4.50

> Pure Fruit Juice (355ml)

Apple juice	\$4.00
Tomato juice	\$4.00
Cranberry juice	\$4.00
Pineapple juice	\$4.00
Orange juice	\$4.00
Orange juice carafe	\$11.50

If your preferred beverage or brand isn't listed above, we are happy to order it for you. Please note that for non-house brands of spirits and liqueurs whole bottles will need to be purchased.

Prices are subject to change without notice.



WEDDINGS PACK

FAQs

The following information will provide you with answers to our most commonly asked questions.

How much is the deposit, and when is this due?

We require a deposit of \$1000.00 and this is due within one month of confirming the date.

How many people can the space hold?

We have a variety of rooms to seat 20 – 400 guests. For large receptions the Waiau Room can seat up to 180 guests at round tables.

For a more intimate setting the Mararoa/Whitestone Room can seat up to 80 guests at round tables.

For ceremonies we can seat 80 in the Mararoa/Whitestone Room with space for an additional 20-30 standing guests.

What time frame does the hire cover?

The hire is for the full day only. The Hotel reserves the right to book functions the day before or after your event. The bar will close at 1.00am or at the Duty Manager's discretion.

Is parking available?

We have huge grounds with plenty of space available for car parking. Buses are able to park under the main entrance canopy to collect or return guests from your ceremony if it is offsite.

Can I use any supplier?

Yes you are welcome to use any supplier to theme, decorate, or entertain at your wedding.

Contact details of all outside contractors must be provided so that we can coordinate access.

For health and safety reasons we must be aware of anyone on site doing work. Anyone using ladders or a scissor lift must have appropriate training.

Do you do all the set up and pack down?

Other than any extra professional theming you have arranged, yes we do. We will also coordinate with you to deliver your own decorations or centerpieces prior to your wedding.

We will place centerpieces on tables and place guest name cards on the settings if you wish.

We will store your packing containers (e.g. for vases or props you have supplied yourself) overnight for an easy pack-up and collection in the morning.

We will coordinate access/set up/pack down with your professional themers if required.

When can I begin to set up on my wedding day?

We do the work – not you! Our general practice is to set up the room during the morning of the wedding day. Access may be given to suppliers to start theming the day prior depending on availability.

If you wish to guarantee set up and access is granted the day before the wedding then an additional full day room hire fee is charged.

Are there any restrictions on use of the space?

Yes, all tea light candles must be in a holder that is higher than the flame. We do not allow the use of hay bales, party poppers and confetti in the function rooms.

When is the invoice due?

One week prior to the wedding on confirmation of final catering numbers and anything left over to pay, such as beverages etc., is to be settled immediately following departure the next day.

What is the cancellation policy?

A booking is confirmed after the deposit has been received.

Cancellations of more than 12 months will be refunded, unless planning has already been undertaken by the function department. Cancellations of less than 12 months will only be refunded at management discretion.

Are prices including GST?

Yes all pricing quoted is inclusive of GST



WEDDINGS PACK

Terms & Conditions

Cancellation	A booking is confirmed after the deposit has been received. Cancellations of more than 12 months will be refunded, unless planning has already been undertaken by the function department. Cancellations of less than 12 months will only be refunded at management discretion.
Compliance	Clients will be responsible to ensure orderly behaviour of their guests and the hotel reserves the right to intervene and eject any objectionable person from the function off the hotel premises without liability. The Hotel accepts this responsibility with guidelines set by the Sale of Liquor Act. The hotel retains the right to adjust any set up to ensure fire and safety codes are not breached. Particular attention will be paid to the accessibility of fire exits during trade shows where partitioning is erected. Floor plans must be approved by Hotel management prior to set up.
Confirmation	All bookings must be confirmed in writing. A deposit of \$1000 is required. Please note that your booking is not confirmed until this has been paid.
Damages	Clients will assume responsibility for any damage suffered to hotel property during their function. Clients will be responsible to ensure orderly behaviour of their guests and the Hotel reserves the right to intervene.
Deliveries	Any delivery or collection of goods must be pre-arranged with the Events Manager. Any goods left on the premises must be collected after the wedding. The Hotel will take all necessary care but accepts no responsibility for damage or loss of property left in the hotel prior, during or after functions.
Final Details	All final details, menus, beverages, room set up, AV requirements and timings must be confirmed one month prior to the wedding.
Final Numbers	A guaranteed minimum number is required two week prior, with a final number to be advised one week prior. Charges will be based on this number, or the final head count – whichever is greater.
Food And Beverage	Only food and beverages purchased from the Ascot Park Hotel can be consumed on the hotel premises. Licensing and food safety regulations prevent the removal of food and beverages from the hotel premises. In special circumstances clients may be able to provide sponsored food for events as long as a written application is confirmed and signed off by the Executive Chef.
Function Rooms	We reserve the right to reallocate function rooms due to circumstances beyond our control. If final numbers increase or decrease significantly from those advised at the time of reservation, we may substitute a more appropriate room. We will discuss changes with you when the decision is made.
Insurance	It is the client's responsibility to be insured for all items belonging to them for the period these items are in the hotel. While the hotel will take all necessary care, it will not accept responsibility for the loss of any property left in the Hotel prior to, during or after the event unless specific arrangements have been made with hotel management. Clients are responsible for any damage sustained to hotel property by them or their attendees.
Payment and Deposit	A deposit of \$1000.00 is required on confirmation of booking. The balance of the account is to be paid in full one week prior to the event when final numbers are confirmed. A credit card number is required to hold as a guarantee and to settle any additional charges associated with the event or you can settle this the next day on departure of the hotel such as the beverage account. Any damages to Ascot property will be charged to this credit card.
Price Variations	All prices are current at the time of quotation and every effort is made to maintain prices. However food and beverage prices are subject to change. In the unlikely event that quoted prices change, we will endeavour to notify you prior to your event.
Surcharges	Extra charges may apply for functions scheduled on Public Holidays. Extra labour charges may apply if your event extends beyond midnight prior to a Public Holiday.
Tentative Bookings	Will be held on a first option basis indefinitely. If another client requests this space then we will contact you to ask for immediate confirmation in writing or upon payment of the deposit.
Unauthorised Extras	Unless otherwise instructed in writing, the client will be liable for all charges incurred by the client or his agents during the course of the function.

