



# Function Terms & Conditions

## 1. BOOKINGS

1.1 Tentative bookings can be made, however, management reserves the right to confirm other bookings until payment of a deposit has been confirmed.

1.2 To confirm your booking management must be provided with a contact mobile phone number, email address, function start and end time, and minimum number of attending guests.

1.2.1 Subject to availability, function details provided upon booking may be altered.

1.2 No reservation is deemed confirmed until confirmation of deposit payment has been received by management in writing (email acceptable).

1.3 Bookings and the deposit placed to confirm the booking are for a specific date.

1.3.1 Change of date may result in forfeiture of your initial deposit.

## 2. DEPOSITS

2.1 Deposits are non-refundable, except under the following conditions:

2.1.1 The venue is unable to accommodate the booking due to circumstances beyond the control of management.

2.2 Payment of your deposit communicates that you have read, understand, and agree to the Function Terms and Conditions.

2.3 Your deposit will be deducted from your final invoice.

## 3. FINAL PAYMENT

3.1 Full payment of your final balance, based on the provided number of confirmed guests is due 7 days prior to your booking.

3.2 No refund for any cancellations after payment.

## 4. ADDITIONAL GUESTS

4.1 Guests confirmed after the final invoice is issued must be confirmed by venue management.

4.2 Payment for additional guests must be made prior to or on arrival.

## 5. BAR TABS

5.1 Bar tabs must be settled prior to exiting the venue.

## 6. ARRIVAL & EXIT TIMES

6.1 Unless otherwise specified, bookings are for a 4 hour period.

6.1.1 Additional charges apply to extend your booking.

6.2 Venue management reserves the right to refuse entry to guests that arrive more than 15 minutes prior to the scheduled start time of the booking.

6.3 Venue management reserves the right to refuse entry to organisers or contractors that arrive more than 60 minutes prior to the scheduled start time of the booking.

6.3.1. Additional time must be arranged and confirmed by venue management in writing (email acceptable).

6.4 Exit from the venue must be made within 15 minutes of your package ending unless a package extension has been confirmed by venue management.

6.4.2 An excess of \$500 will be charged every half an hour spent at the venue past the end of your confirmed package run-time.

6.5 All guests are required to exit the venue by 12:00 AM, regardless of any other arrangements. The bar closes at 11:45 PM, regardless of your package end time.

## 7. DAMAGE & CONDUCT

7.1 Organisers are financially responsible for any damage sustained to the venue, by the organiser or their invited guests.

7.2 The venue is not responsible for any lost or damaged property of the organiser and/or guests.

7.3 It is understood that guests will conduct the function in an orderly manner in full compliance with venue management and applicable laws.

7.4 The venue reserves the right to exclude or eject guests that do not act in accordance with venue rules or relevant legislation.

7.5 Responsible service of alcohol policies are to be adhered to at all times.

## 8. EVENT STYLING

8.1 The organiser must request permission from venue management to organise event styling that extends past their allocated tables.

8.1.1 This includes, but is not limited to, photo backdrops, cake tables, floor signage.

8.2 Venue staff are not responsible for styling, unless otherwise arranged and confirmed by venue management in writing (email acceptable).

8.2.1 Unless confirmed otherwise, the organiser is responsible for instructing contractors on placement, timing, and all other details associated with the vendor's activities in line with venue rules or consultation with venue management.

8.3 All vendors contracted by the organiser and/or other guests must have public liability insurance.

8.3.1 Venue management reserve the right to request evidence of a vendor's public liability insurance.

## 9. NOISE

9.1 Venue management reserves the right to lower noise levels if it is deemed to be disturbing other venue patrons.

## 10. MEDIA

10.1 At times we take photos and/or videos of functions and events for future reference and marketing purposes. Unless otherwise requested, we reserve the right to share media for business related purposes.

## 11. CLEANING

11.1 Use of confetti, rice, table scatterings, or glitter is strictly forbidden and will incur additional cleaning costs of \$100.

11.2 The organiser is responsible for disposing of their decorations or additional cleaning costs will be charged.

11.3 Venue management reserves the right to dispose of any items that are left on the premises after the functions ends, unless additional time is arranged and confirmed by venue management in writing (email acceptable).