



Function Terms & Conditions

1. BOOKINGS

- 1.1 Tentative Bookings can be made, however, management reserves the right to confirm other bookings until a deposit invoice has been issued.
- 1.2 Deposits are due within 24 hours of the invoice being issued. Management reserves the right to cancel the booking if deposit confirmation is not received within 24 hours.
- 1.3 No reservation is deemed confirmed until a deposit, and confirmation of the deposit has been received by management.

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 By paying your deposit you are communicating that you have read, understand, and agree to the Terms and Conditions for booking your function.
- 2.3 Your deposit will be deducted from your final invoice.

3. FINAL PAYMENT

- 3.1 A minimum number of guests attending the function is required 7 days prior to your booking.
- 3.2 Full payment of your final amount, based on the provided minimum number of confirmed guests is due 5 days prior to your booking.
- 3.3 No refund for any cancellations after payment.

4. ADDITIONAL GUESTS

- 4.1 Guests confirmed after the final invoice is issued must be confirmed with by venue management.
- 4.2 Payment for additional guests must be made on arrival.

5. BAR TABS

- 5.1 Bar tabs must be settled on the night.

6. ARRIVAL & EXIT TIMES

- 6.1 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.
- 6.2 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.
 - 6.2.1. Additional time must be arranged and confirmed by venue management in writing (email acceptable).
- 6.3 Exit from the venue must be made within 15 minutes of your package ending.
 - 6.3.1 An excess of \$500 will be charged every half an hour spent at the venue past the end of your package.
- 6.4 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 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 the guest 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 & CONTRACTORS

- 8.1 Venue staff are not responsible for styling, unless otherwise arranged and confirmed by venue management in writing (email acceptable).
- 8.2 The organiser must request permission from venue management to organise event styling that extends past their allocated tables.
 - 8.2.1 This includes, but is not limited to, photo backdrops, cake tables, floor signage.
- 8.3 It is the responsibility of the organiser to ensure that both the vendor and venue management are aware of where styling is to be placed.
- 8.4 All vendors contracted by the organiser and/or other guests must have public liability insurance.
 - 8.4.1 Venue management reserve the right to request evidence of a vendor's public liability insurance.
- 8.5 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.

9. NOISE

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

10. CLEANING

- 10.1 Use of confetti, rice, table scatterings, or glitter is strictly forbidden and will incur additional cleaning costs of \$100.
- 10.2 The organiser is responsible for disposing of their decorations or additional cleaning costs will be charged.
- 10.3 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).