



Terms & Conditions

Pricing

A written quote will be supplied, with the menu options within 2 working days of request. All prices quoted are GST inclusive. A \$200 room hire fee applies to all functions, this gives you exclusive use of the function room.

Bookings and Confirmation

Booking confirmation date must be confirmed in writing and a deposit of \$200 is required within 14 days of the original quote. If confirmation or deposit is not received, by this date, management will reserve the right to cancel the booking and allocate the venue to another client.

All tentative bookings will only be held for 14 days of original inquiry.

Methods of payment

Cash, Credit Card, Direct Deposit, or EFTPOS are preferred methods of payment. Cheques are only accepted with prior arrangement with the management. Full payment less deposit, is required on or prior to the date of function.

Confirming of menu and numbers

We require your menu selection 14 days prior to your function and for you to notify us of any special dietary requirements at least 7 days prior to your function. Final numbers are required 7 days prior to your function date and this number of guests will be the minimum number that is charged for.

Cancellations

In the event of a cancellation

- more than 30 days prior to the function, we will refund all deposit paid less a \$50 Admin fee.
- 10 – 30 days prior to the event, a cancellation fee of 50% of the deposit will apply.
- less than 10 days prior to the event, your deposit will be non refundable.

Responsible Service of Alcohol

All Staff are trained in the Liquor Licensing Accredited “RSA-Responsible Service of Alcohol”, and by law may refuse to serve or gain entry to any person who is believed to be intoxicated or drug affected.

Strictly no alcohol or drugs are to be brought onto premises. Persons will be requested to leave if this occurs and the function will cease.

18th birthday parties are not permitted at this venue.

Function start and end times

Start and end times must be estimated at the time of booking and to be confirmed no later than 14 days prior to the function.

Bar closes

Lunch time 4pm

Dinner time

Sunday to Thursday 10pm

Friday to Sunday 12pm

Departure time must be strictly adhered to Management reserves the right to enforce closing time at any point during the function.

Damage

If damage occurs to the premises during the function, the client who booked, is responsible for their guests, and is required to reimburse the establishment for any costs incurred. It's the client's responsibility to advise their guests of these terms and conditions.

Cleaning

No display or signage is allowed to be nailed or screwed into walls, doors or fixtures.

All decorations must be taken down and removed by you on your departure.

An extra cleaning fee will also apply if the premises are left in an unreasonable state.

Strictly No Confetti is prohibited in the function room or the extra cleaning fee will apply.

Loss of property

No responsibility is taken for lost property or theft on the premises prior, during or after the function. The responsibility lies solely with the client.

In signing this contract, I have read, understand and agree with all of the above Term and Conditions.

Signed.....

Print Name.....

Date.....

Management

Signed.....