

# TERMS AND CONDITIONS

Payment of the deposit is confirmation of the terms and conditions as noted below.

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1.1 TENTATIVE BOOKING	<ul style="list-style-type: none"> <li>Tentative bookings will be held for a period of two (2) weeks and may be cancelled automatically unless your deposit and confirmation form has been received.</li> <li>Cancellations are required in writing.</li> </ul>
1.2 QUOTATIONS	<ul style="list-style-type: none"> <li>Quotes are valid for one (1) month from the date of quotation unless otherwise specified. Quotations do not automatically confirm a booking has been made.</li> </ul>
1.3 CANCELLATION OF A TENTATIVE BOOKING	<ul style="list-style-type: none"> <li>Written notice is required</li> </ul>
1.4 CONFIRMATION	<ul style="list-style-type: none"> <li>The booking is confirmed when we receive the deposit. Payment of the deposit is your acceptance of these terms and conditions.</li> <li>Weddings and Family Events must be accompanied by signed terms and conditions.</li> <li>The Venue will be under no obligation to proceed with the event if the deposit or full payment has not been received.</li> </ul>
1.5 CANCELLATION OF A CONFIRMED BOOKING	<ul style="list-style-type: none"> <li>Written notice is required.</li> <li>After the deposit has been paid, results in forfeiture of the deposit.</li> <li>Between 3 months - 2 weeks incurs 50% of the anticipated food/beverage account and venue hire</li> <li>0-14 days notice incurs 100% of the total anticipated food/beverage account.</li> </ul>
1.6 CHANGE OF DATES	<ul style="list-style-type: none"> <li>Is deemed as a cancellation. Please discuss with your function co-ordinator.</li> </ul>
1.7 CHANGES IN NUMBERS AND SLIPPAGE	<ul style="list-style-type: none"> <li>Any decrease in numbers in excess of 20% with less than 30 days notice to the event will incur a slippage charge. This will be calculated on 80% of the anticipated function cost per person.</li> </ul>
1.8 STANDARD FUNCTION TIMING	<ul style="list-style-type: none"> <li>Breakfast: 2 hours, latest possible finish time is 11.00am.</li> <li>Lunch: 3 hours, latest possible finish time is 4.00/4.30pm</li> <li>Dinner: 5 hours, standard earliest start time is 6.00pm; finish times are subject to specific license arrangements – please discuss with your function co-ordinator.</li> </ul>
1.9 PRICING	<ul style="list-style-type: none"> <li>Prices are based on current and expected cost increases, any change in price will be advised within 120 days of your event. All prices are inclusive of GST. Prices quoted more than 12 months in advance may incur a CPI increase.</li> </ul>
1.10 FOOD AND BEVERAGE	<ul style="list-style-type: none"> <li>Confirmed food and beverages must be received a minimum of <b>three weeks</b> prior to the function. Changes made within this period may incur additional charges.</li> </ul>
1.11 MENU AND DETAILS	<ul style="list-style-type: none"> <li>The menu must be chosen <b>three (3) weeks</b> prior to the event. Menus will be printed especially for the day with any additional titles added.</li> </ul>
1.12 FOOD TASTING	<ul style="list-style-type: none"> <li>Food tastings are offered for dinner functions with over 80 guests (WEDDINGS ONLY)</li> <li>A complimentary food tasting is offered to two (2) guests ONLY</li> <li>Cocktail event tastings are not permitted</li> <li>Tastings will take place on two designated days set by the venue. Please speak to your coordinator to discuss these set days and times</li> <li>Your menu selection must be received by your coordinator and can then be booked with no less than 1 weeks notice.</li> <li>The food tasting is an opportunity to sample your already selected menu for your function, and to provide an indication of how the meal will be served to your guests</li> <li>No additional "paid" guests are permitted to attend a food tasting</li> <li>Beverages are not included in the tasting</li> </ul>

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<b>1.13 CAKES PROVIDED BY THE CLIENT</b>	<ul style="list-style-type: none"> <li>A standard \$5.00 charge per person will incur for garnishing cakes provided by the client and served as a dessert in place of the Venue's dessert.</li> </ul>
<b>1.14 FISH</b>	<ul style="list-style-type: none"> <li>The venue will endeavour to supply the type of fish you prefer for your function however fish is subject to availability</li> </ul>
<b>1.15 MINIMUM SPEND REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>Will be quoted for each function, they are based on seasonality and other requirements – minimum spend is based on <i>FOOD AND BEVERAGE ONLY</i>.</li> </ul>
<b>1.16 DISPLAY AND SIGNAGE</b>	<ul style="list-style-type: none"> <li>Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface of the building. Signage in public areas is to be kept to a minimum and must be approved by The Venue's management.</li> </ul>
<b>1.17 GUEST LIST/ SEATING PLAN</b>	<ul style="list-style-type: none"> <li>The Venue will provide typed black and white menus for your function or reception. It's the clients' responsibility to provide a clearly typed guest list and/or seating plan, to be displayed for the event.</li> <li>A \$60 administration fee will apply to any information not provided in this way.</li> </ul>
<b>1.18 SUPPLIERS AND DECORATORS</b>	<ul style="list-style-type: none"> <li>The Venue's have no restrictions on suppliers, however please advise your function co-ordinator of who is delivering, contact numbers and times of deliveries to be discussed. The suppliers are responsible for pickup and delivery within the venues guidelines. Each venue has specific load in and out requirements. See section 14 – Delivery Instructions of the function kit for specific details. Storage is not guaranteed.</li> </ul>
<b>1.19 DELIVERIES</b>	<ul style="list-style-type: none"> <li>All deliveries to the venue must be advised to the Function Coordinator prior and marked with the name and date of the function.</li> <li>Whilst every effort will be made to assist in the movement of goods from the loading bay to the function room, assistance will be offered only if staff are available at that time.</li> </ul>
<b>1.20 FINAL ATTENDANCE NUMBERS</b>	<ul style="list-style-type: none"> <li>Guaranteed minimum number of guests required by three (3) working days prior to the function date or the venue will cater on the last numbers advised. All final arrangements are to be confirmed 3 working days out by way of signing an event order.</li> </ul>
<b>1.21 DAMAGE TO PROPERTY</b>	<ul style="list-style-type: none"> <li>The client is responsible for the conduct of the client's guests and indemnifies the restaurant for all costs, expenses, damage and loss caused by any act made by the client or the client's guests.</li> </ul>
<b>1.22 HIRE OF CATERING EQUIPMENT, DAMAGE AND LOSS</b>	<ul style="list-style-type: none"> <li>We do not accept responsibility for damage to, or loss of, any client property left on the premises prior to, during or after a function (including hired equipment/goods). Clients are financially responsible for any damage to fittings, property or equipment by themselves, guests and outside contractors, prior to, during or after a function.</li> </ul>
<b>1.23 INSURANCE</b>	<ul style="list-style-type: none"> <li>The Venue's staff are always extremely careful when looking after guests belongings; however accept no responsibility for the damage or loss of property left in the venue prior to, during or after a function. The onus to arrange insurance is that of the clients.</li> </ul>
<b>1.24 SECURITY</b>	<ul style="list-style-type: none"> <li>This can be arranged – it is suggested that security is provided for larger cocktail parties and around specific periods like Christmas. The Venue can arrange this at an additional cost. Any events over 300 will attract security charges.</li> </ul>

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<b>1.25 PAYMENT</b>	<ul style="list-style-type: none"><li>• <u>Weddings &amp; Family Events</u> - 50% of the anticipated food and beverage costs is due three (3) months prior to the function date</li><li>• Full payment is required seven (7) days prior to the function date, either by bank cheque or cash, unless other credit arrangements have been approved by the Venue.</li><li>• Personal cheques will not be accepted.</li><li>• EFT (direct deposit) payments must be referenced in accordance to the tax invoice or the venue has the right to charge a bank/admin fee. The EFT payments must be received 14 (fourteen) days prior to your function for final payment, with a remittance advice emailed to the venue with inclusion of the reference number, prepayment unless prior arrangements are made.</li><li>• All credit card payments attract a 1.75% surcharge.</li><li>• <u>Corporate only</u> – After the function an invoice will be issued for the balance/credit of the account. All accounts not paid within 14 days will incur a 5% interest charge. With payment a remittance advice must be emailed to the venue, stating the reference number.</li></ul>
<b>1.26 REFERENCE NUMBER</b>	<ul style="list-style-type: none"><li>• Must be referenced for all payments, otherwise additional fees may be incurred.</li></ul>
<b>1.27 SURCHARGES</b>	<ul style="list-style-type: none"><li>• \$11.00 per guest on a Public Holiday (min charge \$500)</li><li>• \$4.00 per guests per hour after the standard function time (min \$300 p/h Kings Park)</li><li>• \$6.00 per guest after midnight Friday/Saturday/Sunday</li><li>• (minimum \$400 charge, subject to licence arrangements)</li><li>• Breakfast (2 hours), Lunch (3 hours), Dinner (5 hours),</li><li>• All day Seminar (8am-5pm)</li></ul>
<b>1.28 STAFFING</b>	Relevant to outside catering only - park surroundings; and when standard function timing is exceeded. Per staff member per hour: <ul style="list-style-type: none"><li>• \$38.00 per hour Monday – Friday (7.00am – Midnight)</li><li>• \$40.00 per hour Saturdays and after Midnight any day</li><li>• \$40.00 per hour Sundays</li><li>• Security staff are available for a minimum 2-hour call at \$45.00 per hour</li><li>• Audio Visual operators are available for your function \$99.00 for the first hour and \$55.00 per hour thereafter.</li></ul>

Please sign below to indicate you have read and understood the terms and conditions and sound requirements as outlined in the above events information and accept responsibility, abiding by these terms. Payment of your deposit is acceptance of the terms and condition.

**SIGNED:**

**PRINT NAME:**

**DATE OF SIGNING:**

**DATE OF FUNCTION:**