

189 Hume Street

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# Function Centre

## Terms & conditions

### Booking requirements

All function bookings must be made with the Coffee House owner or the function coordinator. A tentative booking will remain in place for 7 days only and will only become confirmed upon payment of a \$300 deposit. If another party becomes interested in a function for the same date during the 7 day tentative booking period we will make every attempt to contact you and offer you first refusal. All details for your function must be confirmed at least 14 days before the booked date.

### Cancellation of booking

Written notice is required for any cancellation. Notification in writing at least 3 full months before the booked date will allow a full refund of a booking deposit. Cancellation made in writing less than three full months before the booked date will only result in a refund of the deposit if and when an alternative booking for that date has been confirmed.

### Final numbers for booked date

Final numbers shall be given no less than 7 days before the booked date. The function will be charged on this final figure whether or not all the guests attend the booked function.

### Surcharge

A 15% surcharge applies on all public holidays

### Loss or damage

Loss or damage to The Coffee House property, fixtures or fittings, caused by the client, guest of the client, agent or contractor to the client will be the financial responsibility of the person who made the booking. The Coffee House management and staff will take all reasonable care to protect the property of its guests but accept no responsibility for the loss or damage of the customer or guests property.

### Conduct of guests

The management reserves the right to remove any guests from the premises if they behave in an unreasonable manner. It is the responsibility of the person who made the booking to ensure that all their guests adhere to The Coffee House dress standards whilst they are attending a function at The Coffee House. Minimum dress requirements of smart casual dress at the discretion of the duty manager.

### Cleaning of The Coffee House after a function

Confetti, glitter and hay are not permitted on the premises and will incur a substantial additional cleaning fee should this rule be broken.

### Entertainment and noise levels

The management reserves the right to control the volume and content of any entertainment. A reasonable noise level must not be exceeded. The noise level inside the premises must not exceed 98db and outside the premises must not exceed 82db.

### Food & beverage

The person who has booked the function or his/her guests will not bring food or beverages onto the premises unless prior arrangements have been made, service charges will apply. The Coffee House supports Patron Care. It is illegal to serve alcohol to: Intoxicated patrons, disorderly patrons or patrons under the age of 18.

### Payment of account

Payment of catering account & base drink tab is required at least 5 days prior to the function. The total amount outstanding for beverage, incidentals or payment for damage to Coffee House property must be made at the completion of the function. Payment can be made by cash or EFTPOS.

### Menu costs

Due to the fact that functions are booked so far in advance occasionally there will be minimal increases in menu prices by the time of the function. We reserve the right to increase menu prices at any time and these minimal price increases will be payable at the time of making full payment.

### Goods left on the Coffee House premises

Although the staff & management of The Coffee House will take every care, no responsibility is accepted for goods, equipment or wedding cake that is left on the premises.

I HAVE CAREFULLY READ AND AGREE TO ABIDE BY THE ABOVE TERMS AND CONDITIONS.

Date of function:...../...../.....

Signed:.....

Date:...../...../.....