

# TERMS AND CONDITIONS

## 1. Minimum Spend

1.1 A minimum spend (if required) will be agreed upon before the function/event and will be added into the final contract.

## 2. Deposit and Confirmation

2.1 All functions are required to pay a deposit to confirm the date of the booking.

2.2 Full payment is required no later than 7 days prior to the function date.

2.3 Management reserves the right to cancel any booking not accompanied by a deposit.

2.4 Confirmation of numbers are required 1 week prior to the function

## 3. Cancellation

3.1 All cancellations must be emailed to [bookings@yourmatesbrewing.com](mailto:bookings@yourmatesbrewing.com)

3.2 Deposits paid are refundable up to 2 weeks prior to the function date

3.3 After 7 days prior to the function or in the case of non-arrival, cancellations shall forfeit all monies paid.

## 4. Pricing

4.1 All pricing is inclusive of Goods and Services Tax (GST)

4.2 Whilst every effort is made to maintain prices, all pricing may be subject to alteration prior to your function and current pricing will be applied to your function.

## 6. Selection of Menu and Beverages

6.1 Menu selection must be made a minimum of 7 days prior to your function.

6.2 Where the menu has not been selected within this time frame, management reserves the right to select the menu on behalf of the client.

6.3 Beverage selections must be made at the time of the food selection. Beverages are subject to availability at the time of your function and should the selection not be available a suitable substitute may be made by management.

6.4 If purchasing a keg it is up to bar staff to determine the safety of patrons and whether or not they are fit to takeaway remainder of beer within the keg

# TERMS AND CONDITIONS

## 7. Timings of Functions

7.1 Start and end times must be estimated at the time of the booking and confirmed no later than 3 days prior to the function date.

7.2 Departure times must be strictly adhered to. Management reserves the right to enforce closing time at any point in the night.

## 8. Entertainment

8.1 The venue reserves the right to approve all musicians, bands, DJ's and other forms of entertainment prior to the function.

## 9. Security

9.1 Any function/event that the management deems appropriate to have security, the cost will be included in the function/event total cost.

## 10. Deliveries

10.1 All deliveries (e.g. Cakes, flowers, place cards etc) and their times are to be arranged with the manager and pre approved prior to delivery.

10.2 The venue accepts no responsibility for goods left on the premises.

## 11. Liability

11.1 The person/s named as Client/Company shall be responsible in full for all costs/charges as a result of the agreed reservation.

11.2 The Client/Company shall be liable for any damages sustained to the venue by the Client/Company and guests, agents for or any other persons associated with the function. Whether in the room of the function or any other area of the property. Our venue has a no confetti or glitter policy for all guests. Cleaning cost may be applied for clean up

11.3 The venue and its employees or agents will not be liable for any injury, damage or loss of any nature, however caused (Through negligence or not) suffered by the Client/Company or guests, agents or for any other person associated with the function.

# TERMS AND CONDITIONS

## 12. Unforeseen Circumstances

11.1 In the unlikely event of inability to comply with any of the provisions of this contract, by virtue of any cessation or interruption of utilities, electricity or gas supplies, industrial disputes, plant or equipment failure, unavailability of food stuffs, other unforeseen contingency or accident, the venue reserves the right to cancel any booking and refund the deposit paid at any time.

## 13. DECORATIONS

Decorations requests are to be discussed with our functions coordinator or manager prior to your event. No confetti or confetti type decorations are allowed, cleaning fees apply.

**The venue reserves the right to alter any of the aforementioned conditions.**

## CLIENT DETAILS

---

CLIENT NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ONSITE CONTACT: \_\_\_\_\_

## EVENT DETAILS

---

DATE: \_\_\_\_\_

LOCATION/VENUE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TRAVEL: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

GUESTS: \_\_\_\_\_