

---

## TERMS & CONDITIONS

---

### **Tentative bookings**

If, after 7 days, the full deposit and function confirmation form have not been received, the enquiry date will be released. We reserve the right to release a booking if, after reasonable attempts, we are unable to contact the client.

### **Confirmation**

A booking is deemed to be confirmed when the deposit has been received.

### **Final confirmation of booking**

The final guest numbers are to be confirmed 14 days prior to the event.

All arrangements including menus, beverages, time of arrival, and any additional requirements must be finalised no less than 5 working days prior to the event.

## **FOOD & BEVERAGE**

### **Catering**

All catering food and beverage selections must be confirmed no later than 14 days prior to the event. Outside of this time, we can make no guarantee of the availability of stock due to ordering and preparation deadlines.

### **Final confirmation**

The time of arrival and any additional requirements must be finalised no less than 7 days prior to the event.

If the number of guests or catering requirements increase, additional food may be ordered on the prior to, or on the night, but availability cannot be guaranteed.

## **PAYMENTS**

### **Deposit**

10% of the food arrangements are to be paid upon the confirmation of the booking. If a minimum spend requirement is present in the confirmation, then the 10% deposit relates to of quoted minimum spend agreement.

### **Food**

All pre-arranged food must be paid for no later than 14 days prior to the event.

### **Minimum spend payments**

The full payment of the minimum spend must be paid for no later than 14 days before the event.

### **Special conditions**

If a party has been confirmed at the venue with a minimum spend to be met by guests purchasing their own drinks during the event, it is agreed that if the minimum is not met, the difference will be charged to the organiser by credit card at the conclusion of the event.

## **CANCELLATION & NO SHOW**

### **Cancellation policy**

A notice of cancellation must be received within 14 days of the event date in order to receive a full refund. A 50% cancellation fee will apply if the cancellation is not received within 14 days of the event date. Should the party fail to arrive on the date of the booking, a full cancellation fee will apply.

If the notice of cancellation is received within 14 days of the function where live music is confirmed, a 50% of the artists fee is required. Fees vary depending on the artist and this will be communicated to you where applicable.

### **Minimum spend (where applicable)**

In order to maximise our space, we require a commitment by the function organiser that a minimum spend requirement will be met.

If the minimum spend is not met, the organiser is responsible for making a payment of the difference upon the conclusion of the event.

All prices are inclusive of GST at 15%.

All beverages will be charged according to consumption.

Accounts must be settled on the day unless by prior arrangement.

For seated functions with more than 150 people, an additional furniture rental fee of \$8 per person will apply.

Any breakages or damage to Foley Hospitality premises will be charged to you accordingly.