



FUNCTION VENUE TERMS AND CONDITIONS

- Deposit** – Due to the high demand for our function venue, a non-refundable deposit of \$300.00 is required upon confirmation of your reservation, payable by direct debit to our Westpac account number 03-1592-0443220-00 or by providing us with your credit card details within 2 days of confirmation. Please note your name and function date as a reference. The deposit will be credited to payment of your account/tab on completion of your function.
- Hire and staffing requirements** – No additional fees are charged for venue hire or staffing requirements. We provide our venue and sufficient professional service staff for your event free of charge, and we'll clean up for you too!
- Services / Surcharges** - A 20% surcharge will apply to all functions or events held on Public Holidays.
- Rights and responsible service of alcohol** - Elevate is a Responsible Service of Alcohol venue. Service of alcohol is at the discretion of our staff and the Sales Manager on Duty. We are required to comply with the obligations under the Sale of Liquor Act 1989 and we reserve our rights pursuant to that Act in relation to the sale and supply of liquor. We also reserve the right to remove from the premises any person behaving in an irresponsible or inappropriate manner. No food or beverage is permitted to be brought onto the premises unless prior agreement has been made with us in writing.
- Payment** - Final payment must be made at the completion of the function. Please note Elevate does not accept cheques.
- Final Numbers** - Final numbers must be confirmed at least 48 hours prior to the event. This number can be decreased or increased however the number confirmed 48 hours prior is the minimum amount that will be charged. To ensure that your function runs smoothly and efficiently a guest list is advisable.
- Loss or Damage to Property** - Customers are responsible for any and all damage caused during the function, by any guests or any other persons attending the function. Elevate Bar and Restaurant does not accept responsibility for any loss or damage to property or equipment left on the premises before, during or after the function.
- Responsibility of customer** – You are expected to conduct the function in a legal and responsible manner. You are responsible for the conduct of all guests and invitees. You are responsible, and will be charged for, all damages that occur to Elevate, its property or its staff.
- Additional equipment and deliveries** - If additional catering equipment or furniture is required for your function, this will be at your cost and payment will be made by you to the hire company directly. We are happy to liaise with the hire company on your behalf to arrange this, however we will take no responsibility for any damage, loss or breakage of any hire items.
If you have arranged for any specialist items or props to be delivered to Elevate, this must be arranged with us prior to the confirmed date. All deliveries must be made to the designated area. You will be responsible for delivery and collection of any such items. Elevate accepts no responsibility for any damage, breakage or loss of property arising during delivery.

We look forward to working with you to ensure your event is a success.

I agree to the terms & conditions set out above:

Full Name: _____ Position: _____

Address Details: _____

Company / Function Name: _____

Date of Function: _____

Signature: _____

Office use only:
Deposit paid YES / NO

Additional catering items required: _____
