

EVENTS TERMS AND CONDITIONS

Quarterdeck Kitchen & Bar will be referred to as "the restaurant"

ROOM HIRE & MINIMUM SPEND: There is no Room Hire fee at our Restaurant. Instead, a minimum spend of \$2500 is applicable to all events occurring after 3pm on Monday to Thursday and a minimum spend of \$4000 on Friday to Sunday. This will grant exclusive use of the venue for your guests. Should you wish to only reserve a section of the restaurant on Thursday, Friday or Saturday night, no minimum spend applies. If the minimum spend is not reached on the evening, the remaining amount will be added to the final balance.

CONFIRMATION: This form is to be signed and deposit paid within fourteen (14) days of making your booking. If the event is booked within fourteen (14) days the deposit is required upon written confirmation. These bookings will be held for no longer than three (3) days and standard cancellation clauses apply. Tentative bookings will be held for a period of fourteen (14) days. Please note that your booking is deemed confirmed only when the deposit is paid.

DEPOSIT: A refundable deposit of \$400 will be required to be paid within fourteen (14) days of the event being booked. If your event date is less than four (4) weeks away then the deposit is required to be paid within forty-eight (48) hours of written confirmation. Management has the right to cancel an event where upon the deposit was not received within the specified time and/or correspondence has stopped.

MENU SELECTION: The Restaurant takes great pride in providing excellent food and service. In order to provide a quality experience, the Restaurant requires your menu selection to be confirmed in writing seven (7) days prior to the event. Should the menu be changed from the previously confirmed menu, price variation may be incurred by the client.

FINAL NUMBERS: The event organiser must advise of guaranteed numbers attending, final menu choices and dietary requirements, in writing, five (5) days prior to the event date. After this time, no downward adjustment in the total catering cost will be offered should the numbers fall and for any additional guests over the number confirmed, the quoted price per person plus 20% will apply, providing only that the restaurant can accommodate the guests on short notice.

PAYMENT: Full payment for the food portion of the event must be settled five (5) days prior to the event or once final numbers and menus have been agreed between the event organiser and the restaurant.

FINAL BALANCE: The outstanding balance, minus the refundable deposit, for the event is payable on the day/night of the event.

CANCELLATION: Bookings cancelled less than seven (7) days prior to the actual booking date will forfeit their deposit in full. Cancellations less than thirty (30) days, but more than seven (7) days will forfeit 50% of their deposit. Cancellations with greater than thirty (30) days notice will have their deposit refunded in full.

DELIVERIES: All deliveries for your event must be advised to the Restaurant a minimum of twenty-four (24) hours in advance. Deliveries must arrive during normal trading hours no earlier than one (1) day before the event.

START/FINISH TIMES: The organiser agrees to begin and vacate the event at the agreed upon times. Should the restaurant require decoration to be set up by an outside company prior to the event, the reserved area will only be made available during agreed times at the discretion of the restaurants management. At the end of the event all introduced decoration must be removed from the restaurant.

SIGNAGE & DISPLAY: Nothing is to be nailed, screwed or fixed in any way to any wall, door or part of the building unless permitted in writing by Restaurant Management.

OUTSIDE CATERERS: No food or beverage of any kind is permitted into the Restaurant for consumption at the event by any of guests of that event unless previously approved in writing by Restaurant Management.

LIQUOR LICENSING: It is the responsibility of the event organiser to be aware of the Restaurants legal obligations to liquor licensing. Children under the age of 18 years must be accompanied by a responsible adult and not be served or supplied by others alcohol at any time. Proof of age will be requested and if not provided will be refused service. Offenders will be asked to leave the premises. Patrons deemed to be unduly intoxicated will be refused alcohol. Patrons must not take their drinks outside of the licensed premises.

SMOKING: Smoking is not permitted within five (5) metres of the venues perimeter. Patrons will be asked politely to stand in the designated smoking area, beyond the licensed area. Drinks must not be taken.

INSURANCE: The Restaurant will not accept responsibility for damage or loss of any belongings, merchandise or decorations left in the Restaurant prior, during or after the event.

CONFETTI: Confetti, glitter & grains are NOT permitted inside the Restaurant or outside area. Please notify all guests of this rule. Cleaning fees may apply.

CLEANING: General cleaning is included in the service of your event, however if cleaning requirements are considered excessive at the completion of the event, additional charges may be incurred.

SECURITY: For the safety of guests and to protect the marina clients possessions, a compulsory security guard is required for any private cocktail style event at a cost to the event organiser. The Restaurant/Guard reserves the right to exclude or eject any and all objectionable person(s) from the Restaurant premises without liability.

CAKES PROVIDED BY ORGANISER: A \$2 per person charge applies (up to a max of \$30 per event) for presenting, cutting, plating and bagging of all cakes. Candles, sparklers and bags must be provided by the organiser.

PRICES: All prices provided at the time of enquiry are subject to change to meet price increases. Management will inform the client of any changes. All prices quoted include GST.

UNFORESEEN EVENTS: The Restaurant does not accept liability in the event of any natural disaster, labour dispute, transportation strike, power failure, or any unforeseen circumstance beyond the Restaurant's control.

By signing below, you agree to the terms and conditions stated in this document.

NAME: _____

SIGNED: _____

DATE: ____/____/____