

## Terms & Conditions – Private Function

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**Our aim is to make your function at Café au lait a complete success therefore the following terms and conditions apply:**

### **Tentative Bookings**

We are pleased to hold a preferred function date for 7 days until a final decision to proceed with the booking has been made. We reserve the right to release any tentative bookings after a 7 day period and will make reasonable attempts to contact clients prior to releasing dates. Bookings are only considered secure once a deposit is paid.

### **Deposit & Confirmation of Booking**

A 10% deposit or minimum \$100.00 is payable to secure your booking together with the signed Booking form stating you have read our Terms and Conditions.

### **Minimum Spend**

Café au lait requires a minimum spend in the absence of a venue hire charge. Should the spend on the evening fall below this amount, the balance is payable as a room charge. A credit card number will be taken in a cash bar situation to charge any shortcomings of the minimum spend (which is outlined in this contract) on the evening. This minimum spend varies, please contact the Events Manager for more information on pricing.

### **Venue Hire**

Hire includes exclusive use of upstairs of Cafe au lait including Bissett Room, Anti Room & Balcony. Facilities include heating (including balcony) & cooling & two unisex toilets. Set up arrangement will be determined by style of function & guest numbers.

### **Capacity of Venue**

Dining offered in the Function Rooms are available for up to 45 guests or the Balcony is available for up to 20 guests. Cocktail function is available for up to 100 guests.

### **Menu Selection**

We would be pleased to assist you with your menu selection from the food and beverage menus provided. To ensure your needs are met, we require all wine and menu selections and final guest numbers 7 days prior to your function date.

### **Final Guest Numbers**

Final guest numbers are required at least 7 days prior to your function. The final number will form the basis for final charging.

### **Payment**

Unless alternative arrangement is made with the Events Manager, all functions over \$1000.00 require full payment of the minimum spend 7 days prior to the event. This amount is non-refundable in the event of cancellation within 7 days. Any outstanding balance is payable on the night. Credit cards accepted include Visa & Mastercard.

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### **Drinks Charged on Consumption**

Drinks are charged on consumption. The bar is available with the option of a cash bar for guests to purchase or charged to one tab and processed at the end of the event.

### **Loss of Property / Damage**

Café au lait will not accept any responsibility for any damage, loss or theft of personal property on the premises prior, during or after the function. This responsibility rests solely with the client. The client will be held financially responsible for any loss sustained to the function venue including damage to the premises, fittings and equipment. No banners, signs or posters may be attached to the walls, ceilings or windows without prior arrangement with the Function Manager.

No confetti, streamers or glitter may be thrown around in the premises.

### **Food & Beverages**

With the exception of Wedding Cakes, Café au lait will not permit BYO food or beverages for consumption during the event. Café au lait have a range of celebration cakes to choose from. The selling of liquor will cease at 1.00am.

### **Parking**

2 Hour Parking - There is ample public parking in the surrounding areas – Hargraves Street, Bath Lane and the larger car park at the intersection of Hargraves Street and Edwards Street.

All Day - The multi storey car park near the intersection of Hargraves Street and Williamson Street is the most convenient. From there it is a short stroll through the Mall to Café au lait in Mitchell Street

### **Music / Entertainment**

Please feel free to supply your favourite music for your function. We have available the option of either CD or Ipod – please advise your requirements.

### **Decorations and Themes**

You may wish to create your own themed function area which our events manager can assist you with. Items such as flowers, balloons and table centrepieces are most welcome. No confetti, streamers or glitter allowed. Please note that you will need to contact us to arrange access. Please ensure that the name of the function is clearly labelled on any boxes or deliveries.

### **Price Changes**

Prices of food and beverages can change. If a function is booked well in advance then we strongly recommend inquiring about any changes that may have occurred. Café au lait reserves the right to make seasonal changes to menus and pricing without notice.

### **Function Times**

Café au lait is licensed until 1am. We request that guests quietly vacate the venue after this time.



# Function Booking Agreement & Confirmation

Please complete the following to secure your booking for the use of facilities at Café au lait, which is subject to the Terms & Conditions above. This form must be signed and returned to Café au lait with your deposit.

### Client Details

Booking Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone:  (w)  (m)  (h) \_\_\_\_\_

Email  \_\_\_\_\_

Please tick preferred method of communication

### Function Details

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Occasion: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Menu:  Finger Food  Buffet  Set Menu

Option:  Bronze  Silver  Gold  Regular  Deluxe  Regular  Deluxe

Beverage Service:  Bar with tab  Cash Bar  Table Service

**Deposit Amount** of \$ \_\_\_\_\_ (10% or a minimum of \$100 required) is for the above named function, and the balance is to be paid on confirmation of guests numbers attending, or no less than 7 working days prior.

Method of Payment:  Cash  Eftpos  Credit card  Cheque Date paid: \_\_\_\_/\_\_\_\_/\_\_\_\_

**I acknowledge that I have read and agree to the Terms and Conditions as set out in the information package above.**

Customers Name \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Credit Card Details

I, the named Client above agree to my credit card details to be held and used in the case of outstanding amounts incurred on the day

Card No: \_\_\_\_\_ Expiry Date: \_\_\_\_/\_\_\_\_

Type:  Visa  MasterCard  Amex

Cardholders Name: \_\_\_\_\_ Signature: \_\_\_\_\_