

TERMS & CONDITIONS

Tentative bookings

Tentative bookings will be held for a minimum of 7 days. If the booking is not confirmed by way of deposit within this period the Main Event Function Centre reserves the right to release the date and space being held.

Confirmation

All confirmations must be made in writing by signing the Terms and Conditions document and upon receipt of deposit.

Deposit

A deposit of \$500 is required within 7 days of making a booking. This deposit is non refundable.

Payments

After initial deposit, progress payments are scheduled as follows or as set out in confirmation letter:

\$1000 – 6 months prior to function \$1000 – 3 months prior to function

Final Balance required 14 days prior to function.

Payment Methods

We accept cash, cheque, direct debit or the following credit cards: Visa, Mastercard & Bankcard. Cheques to be made out to: Main Event Function Centre. Direct debits to be made to NAB, BSB# 082155, Account# 489196159. Credit cards payments incur a 2.5% service fee.

Bond

A bond of 5% of the function cost will be required with your final payment. This will be refunded at the end of the function provided that no negligent or deliberate damage or loss has occurred to any of the venue including fixtures, fittings and tableware.

Guaranteed numbers

Guaranteed numbers are required no later than 14 days prior to your event for both adults and children. Should a final number not be received the number indicated on the contract will be taken as the guaranteed minimum number. It may be possible to increase guest numbers at short notice however numbers cannot be reduced due to ordering of supplies and staffing commitments. Minimum numbers are based on adult guests.

Cancellation

In the unfortunate event of your function being cancelled at your request the following terms & charges apply. All cancellations must be in writing and incur a cancellation fee of \$500.

- Cancellation within 6 months of function, the cancellation fee applies and first installment of \$1000 will be non refundable, unless date can be rebooked with comparable function.
- Cancellation within 3 months of function, the cancellation fee applies and first & second installment payments totaling \$2000 will be non refundable, unless date can be rebooked with comparable function.
- Cancellation within 14 days, Main Event Function Centre reserves the right to withhold all monies paid.

Surcharges

A labour charge of \$4 per person per half hour will apply if your function continues after the agreed time on the day/night of the function. A 10% surcharge is applicable on the total amount of food & beverage amount on a Public Holiday.

Prices

All prices are valid till 31 December 2007 and inclusive of GST. All prices quoted may be subject to change due to changing pricing conditions in the market that may be out of our control. Notice will be given as far in advance as possible.

Responsible service of alcohol

The Main Event Function Centre has a duty of care to serve alcoholic beverages to all guests in a responsible and professional manner in accordance with the current laws pertaining to the hospitality industry. This is further explained in the house policies document that you have also received.

Menu selection & final numbers

Menu selections and final numbers must be confirmed in writing 14 days prior to commencement of your function.

Corkage

Approval will need to be granted by Main Event Function Centre should you wish to bring some of your own special alcoholic beverages to complement our beverage package booked and \$15 corkage per bottle will apply.

Booking times

To be advised at time of written confirmation and finalised 14 days prior to commencement of function. Generally a full day conference meeting will be based on an 8 hour period between 0800 – 1700hrs and banquet packages will stipulate a 4 or 5 hour duration period.

Extended Hours

You may choose to extend your function beyond the duration period stipulated in the relevant package. This will need to be advised ahead of time and confirmed in writing. For banquet packages an additional cost of \$3.50 per person per half hour including beverage service or \$2.50 per person per half without beverage service. Additional \$30 per half hour for MC, \$20 per half hour carpark security and \$30 per half hour for DJ also apply.

Additional services

We are happy to assist with a variety of additional services upon request eg. audio visual equipment, entertainment, celebratory cakes, photographer. These may incur additional charges to you (the client), prices on application. If the function is cancelled, such services will be client's financial responsibility.

Signage and decoration;

No items are to be adhered to any wall, door or venue structure. All display items are to be self supported and all signage in public areas must be approved by Main Event Function Centre prior to use.

Responsibilities

- Main Event Function Centre does not allow food (except celebratory cakes) and beverages to be brought onto the premises for consumption.
- Main Event Function Centre will take all necessary care but does not accept responsibility for any damage, loss of property or injury before, during & after any event.
- Main Event Function Centre does provide a security staff member with evening functions (refer to confirmation letter) however it will be up to the client to arrange and pay for additional security.
- The client is financially responsible for any damage or loss to Main Event Function Centre caused by or contributed by any attendees/contractors of the event. It is the client(s) responsibility to ensure that all attendees behave in an orderly manner during the function.
- Local council regulations do not allow the use of confetti, streamer and glitter pieces outside Main Event Function Centre premises. Failure to adhere will result in a \$100 fine to be taken from your bond monies.
- General & normal cleaning is included in the cost of room hire. The client may incur additional charges where an event has created cleaning requirements over and above what is considered normal cleaning.

Fire & safety

Smoke machines, heaters, open flames or pyrotechnic devices cannot be operated without the prior approval of the Main Event Function Centre. All floor plans must adhere to fire safety regulations and not block fire exits or public entrances.

Deliveries & collections;

All delivered & collections to/from the Main Event Function Centre must be advised to the Functions Co-ordinator or Manager prior to arrival/collection. All deliveries & collections must be clearly marked with the name and date of function. All items not collected after the function will be disposed of after 14 days.

These terms and conditions cannot be altered or varied without written consent of Main Event Function Centre management. Please read and sign one copy of this document to send along with your deposit to Level 1, 107-109 Main Street, Blacktown, NSW 2148 or fax 02 9831 4465. A second copy should be retained for your records.

I/we hereby agree to all the above terms and conditions;

Client Signature: _____ **Date:** _____

Full Name(s): _____

Company Name: _____