



café • winebar • with a view

FUNCTION VENUE TERMS AND CONDITIONS

1. **Deposit** - A non-refundable deposit of \$250.00 is required upon confirmation of your reservation, payable by direct debit to our account number 01-0822-0161401-00 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. Due to unforeseen circumstances a refund will be given for a deposit if cancellation is notified to The Cup within four weeks of the function date. After this date 50% of the function cost will be charged if cancelled with only 2 weeks' notice. Cancellation less than 2 weeks' notice will be charged at full cost.

2. **Public Holidays / Surcharges** - A surcharge may apply to all Functions or Events held on Public Holidays.

3. **Rights and responsible service of alcohol** – The Cup is a Responsible Service of Alcohol venue. Service of alcohol is at the discretion of our staff and the Duty 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 in accordance with Health & Liquor Licenses unless prior agreement has been made with us. According to our license we can only serve alcohol until 9.30pm but it is possible to acquire a late liquor license for your function.

4. **Payment** - Final payment must be made at the conclusion of your function. **(On the DAY!)** Please note The Cup does not accept cheques.

5. **Final Arrangements** - Final arrangements must be confirmed one week prior to your function. **This includes:** Time required for accessing the Function Room - Room Layout - Equipment required in Room - Music/DJ - Food/Beverage Options & Times. This will ensure that your function will run smoothly and be enjoyable for all!

6. **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. The Cup does not accept responsibility for any loss or damage to property or equipment left on the premises before, during or after the function.

7. **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 The Cup, its property or its staff.

8. **Closing Time / Music** - Our Liquor License allows us to be open until 10.00pm however a temporary extension until 12.00 midnight can be applied for at a cost to you of approx \$65.00 such every guest must be off premise by 12:30am no exceptions! **All music must be turned down to an acceptable level determined by the Duty Manager at 11:00pm due to the close proximity of our residential neighbours.** Thank you in advance for your co-operation with these requirements!

We as a Team look forward to working with you to ensure your Function is a success! I/We agree to the Terms & Conditions as set out above:

Full Name: _____

Address: _____

Phone: Day _____ Cell: _____

Company / Function Name: _____

Date of Function: _____

Signature: _____

Office use only:

Deposit Paid \$ _____ YES / NO Account Number # _____

Additional Information: _____