

TERMS & CONDITIONS

Booking Confirmation

Due to demand, bookings can only be held for 3 days from the date of enquiry without a deposit. After this time, the venue reserves the right to release the booking. To confirm your function, a non-refundable deposit of \$100 is required within 7 days. This payment can be made using a Visa or Mastercard credit card (1.5% surcharge applies), eftpos (1%), bank deposit or cash. The deposit will be taken off the total, at the end of your event.

Minimum Spend

The minimum spend applies for all function spaces and are quoted inclusive of GST. Management will advise the minimum spend upon enquiry which vary according to season, date & time. This cost is in line with estimated turnover obtained in regular trade in the proposed function area.

Minimum spends are restricted to the food and beverage spend only. Any costs outside of this including additional security are not included in the minimum spend and will be charged accordingly. All minimum spends are required to be paid prior to the commencement of the function.

Payment

Final guests numbers and catering costs are required to be paid 7 business days prior to your event. These dates will be advised by your Function Manager. Beverages and additional fees (if applicable) are required to be paid at the commencement of the function for the remaining amount of the minimum spend.

Please note that final guest numbers will form the basis for final charge for any food package and beverage options. Once payment has been processed, no refunds will be offered should your numbers decrease, or if you experience no shows on the evening. Should payment not be received when due, the venue reserves the right not to proceed with the function.

Bond

A bond of \$300 may be required for your function which will be outlined prior to your event by your Function Manager. Venue management reserves the right to withhold your bond if the terms and conditions of your agreement have been breached. Bonds are required to be paid 7 days prior to from the date of the function.

Cancellation

Any cancellation made within a period of 2 weeks from the date of the function will forfeit the deposit and any additional payments that may have been made. Cancellations made within a period of 1 week from the date of the function will forfeit any catering payments made.

Guest Entry

Guest entry to functions will only be permitted in accordance with agreed start and finish times. 1 hour is allocated from the start time of the function to guarantee guest list entry. The venue reserves the right to refuse entry to any patron in accordance with normal responsible service of alcohol procedures, venue policies & in accordance with the venue's licensed capacity.

All minors between the age of 13 - 17 are welcome to attend functions only when accompanied by a parent or Legal Guardian, however they must vacate the premise by 9pm in communal areas and 10pm in private areas (infants are welcome to remain at the parents own risk). Parents and Legal Guardians are required to be included in the final guest numbers.

Allocation

Management reserves the right to assign an alternate room where the original room becomes inappropriate or unavailable due to circumstances beyond the venue's control. Should attendee numbers decrease from numbers advised at the time of final confirmation, it is at the venue management's discretion to reallocate an event to a more appropriate space.

Function Conduct

It is required that the organiser will conduct the function in an orderly manner. All normal venue policies, procedures and legal responsibilities apply to any and all persons attending functions at all times, including total compliance to all responsible service of alcohol guidelines and standards.

When booking a function, it is the host's responsibility to give accurate details in relation to the type of function and its guests. If a guest falsifies information, or if a function is booked on forged pretences, the venue reserves the right to cancel the function without notice, and at the expense of the host.

Security

Additional security may be required for allocated functions. This will be outlined by the Function Manager and at the discretion of the venue management. Additional security is at the expense of the host.

Decorations / Furniture

Decorations are welcome in all private function areas. Any equipment / decorations must be disclosed, confirmed, and approved by management prior to the date of the function.

Large decorations are not permitted in communal areas of the venue. Small decorations may be allowed, only when pre approved by function management.

Any extra time required for set up or dismantling, cleaning (glitter, confetti) changes to furniture floorplans, prior to or after a function, may incur an extra charge. The venue reserves the right to disallow any material deemed offensive or dangerous. It is the responsibility of the host to ensure any additional equipment, decorations etc are removed from the venue at the completion of the function.

Speeches

Speeches are welcome in all private function areas. If a microphone is required, please let us know when confirming the booking details. Speeches are not permitted in communal areas of the venue to minimise disruption of other guests.

Damage

Please be advised that organisers are financially responsible for any damage, theft, breakage or vandalism sustained to the function room or venue premises by guests, invitees or other persons attending the function.

Should any extra cleaning be required to return the premise to a satisfactory standard, this will be charged to the client. The venue does not accept responsibility for damage or loss of merchandise left at the venue prior to or after the function. It is recommended that all client goods be removed from the venue immediately after the function.

Smoking

No smoking or vaping of any kind is permitted inside the venue or on the rooftop at any time. You will be asked to please move outside for any smoking. Any person or group smoking inside the venue will be politely asked to vacate the venue.

Audio Visuals

We will to the best of our ability accommodate your audio-visual requirements. Please ensure you make your Function Manager aware of any requirements you may need including but not limited to; TV, microphone, a DJ and/or equipment at a minimum with 7 days notice. .

Weather

Please note that when booking for an event on our rooftop or any outdoor space, even when covered we can't guarantee against severe weather and would act on a case by case basis to relocate the event.

BYO POLICY

No food or beverage of any kind will be permitted to be brought into OnTop Bar by the organiser or guests, with the exception of birthday cakes without the written permission from your function manager.

COVID-19

We will act in accordance with the guidelines of the Australian and Victorian Departments of Health and will comply with all advice to prevent the spread of COVID-19.

In the unfortunate circumstance that COVID-19 returns and is to affect your event, we will work on a case by case basis to ensure we are able to re-book your event for an alternative date. If you have paid a deposit for your event this will carry over to your new event date.

Check In & Vaccination Status

All patrons are required to check-in through the QR code or via Services Australia app prior to entering the venue. Based on the roadmap outlined by the Victorian Government, all patrons wishing to dine with us or attend a function will need to be fully vaccinated and provide supporting documentation as part of the check-in process upon entering the venue. We know this can be a difficult subject but thank you in advance for your support.

By proceeding with your function, you confirm that you have read and have understood the above terms and conditions and agree to comply.