



## How 5290 Works.



To secure your booking a **NON-REFUNDABLE** room hire fee must be paid 2 weeks prior to the event. All food must be finalised seven working days prior to your function. Credit card details may also be required for the night and will be deleted after the event provided no damage has occurred. All bar TABs, extra food required **MUST** be paid and finalised at the conclusion of your event. Any functions that payment is requested via invoice any credit applications must be completed and approved before the function date.

ALL invoices payment must be made in seven (7) days

*Please note any damage will be the responsibility and cost of the hirer.*

### Food

We have a variety of food options for your event

**Finger Food** – Choose from our platter selection

**Dinner Parties** – Set shared menus for up to 30 guests

**Meeting and Conferences** – Choose from our sweet and savoury platter selection

*Please note all food must be supplied by our kitchen as health regulations do not permit any other food to be consumed on the premise. (Celebration cakes excluded)*

### Drinks

Soft drink, juices, Tap Beer, Local Wines, Ciders, Spirits, Cocktails, Barista made tea and coffee – All at Bar Prices

TABs and pay as you go options

*Outstanding amounts will be due at the end of the function unless other arrangements have been made at the time of the booking. Any invoiced amounts must be paid withing 7 days.*

### Birthdays

17 to 25 years may require security, this will be at the managers discretion

### Decorations

Are welcome, no glitter or Confetti, nothing stuck to the walls, please check with management at the time of the booking

### Music

We have iPod connectivity, USB or CD, DVD or HDMI to the Big screen or alternatively you can hire a juke box.

### Projector

Takes USB, HDMI or TV. Please note all devices will be operated by staff only from behind the bar

### Meetings and Conferences

You can have to access the floor panel located at a table in the room

### **Photo Booth**

Comes complete with props and may be hired by bookings only for \$160 per hour or \$600 for the evening. Management reserves the right to shut down the photo booth in the event of misuse or mistreatment.

### **ROOM HIRE**

#### *Monday t to Thursday*

½ Day.....\$100

Full Day.....\$200

#### *FRIDAY*

½ Day.....\$250

Full Day.....\$400

#### *SATURDAY/SUNDAY*

½ Day.....\$250

Full Day.....\$500r

*Public Holidays a Surcharge will apply*

#### **Photo Booth**

Per Hour.....\$160

Per Event (4 hours).....\$600

Room hire Fees and Bonds may vary or be adjusted depending on the type of booking and numbers at managements discretion.

Security may be required depending on the event and min \$180 for 4 hours



## Booking Confirmation – Terms and conditions

**Booking:** When you have set your special date, we will make a tentative booking which we will hold for 4 weeks. On confirmation of your booking, a non-refundable deposit will need to be paid. Final payment of your function is required on the day of you booking or before that date of the function. Deposits are non-refundable if you cancel your booking with less than 14 days before your event date.

**Bookings:** All functions require a confirmation on number as detailed in this document.

**Pricing:** All prices are inclusive of GST

**Bookings:** A booking is confirmed with the payment of the deposit is made and agreement with the terms and conditions made under this booking is signed and returned to us.

**Public Holidays:** Functions booked on a public holiday incur a booking fee surcharge of 20%

**Final Numbers:** To enable correct catering for a function, the final number of attendees must be confirmed a week prior to the function

**Payments:** All accounts must be settled in full on or before the function date. We accept payments made in CASH, EFTPOS, VISA and MASTERCARD or DIRECT DEBIT payment into our account

**Damage and Breakages:** We accept that from time to time breakage will occur. However, excessive glass damages or breakages to venue items will be the responsibility of the organisers of the function and any damage will be charged to the organisers.

**Loss of goods:** It is the responsibility of the organisers to ensure that all items brought to 5290 by the organising party or their invited guests are securely stored. 5290 does not accept any liability for items brought to the venue in the event that they are lost or damaged. This includes gifts such as birthday gifts or wedding gifts, cameras etc that are brought for display to the venue.

**Cancellation:** In the unfortunate event that the organisers have to cancel less than 14 days prior to the function deposits are non-refundable.

**Cleaning:** General cleaning is included in the event cost. However, if cleaning is required due to excessive mess created during the function, cleaning charges of \$50 per hour will be added. Confetti and glitter are not permitted inside and outside the venue.

**Minors:** Minors are welcome in 5290 in the company of adults. Children must be supervised at all times and access limits must be adhered to at all times. Minors are not permitted to purchase or consume alcohol while on the premises and 5290 staff may request suitable proof of age to establish persons age

**Responsible service of alcohol:** 5290 serves alcohol responsibly and while drinks will be served in accordance to the liquor licencing laws, alcohol will not be served to persons or persons under the age of 18 years

**Liability:** 5290 conducts the functions in compliance with the Liquor Licencing Laws and reserves the right to exclude or remove any person from the 5290 function room that does not comply with these laws without liability.

I, the organiser of the event listed above agree to the condition as set out above. I have read and understood the terms and conditions in this agreement

Signature.....Date:...../...../.....