



## How 5290 Works.

To secure your booking a **\$100** deposit fee must be paid 2 weeks prior to the event. (If minimum spend is reached this \$100 will come off your end function total) 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

Subsidised drinks, TABs and Pay as you Go options available

*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.

### **FUNCTION MINIMUM SPEND**

There is no separate charge for the room hire (excluding public holidays) however we do require a minimum spend of \$500. This can be combined with bar sales and catering. In the event that the minimum spend is not met the \$100 deposit will be forfeit but up to the amount required to meet the minimum spend level. In the event that the minimum spend level is still not met, the balance must be paid on the day / night of the function.

MINIMUM SPEND \$500 may vary or be adjusted depending on the type of booking and numbers at managements discretion.

### **ROOM HIRE**

#### *PUBLIC HOLIDAYS*

½ Day.....\$300

Full Day.....\$500

*Public Holidays a Surcharge will apply*

### **Photo Booth**

Per Hour.....\$160

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

### **Security**

Security may be required depending on the event and min \$280 for 4 hours

\*Security is not included as part of the minimum spend\*



## Booking Confirmation – Terms and conditions

**Booking:** When you have set your special date, we will make a tentative booking which we will hold for 2 weeks. On confirmation of your booking, a \$100 deposit will need to be paid. This \$100 will be deducted from the total amount at the end of your function if minimum spend has been met. A booking is only confirmed once the \$100 deposit is paid and the Terms and Conditions have been signed. Final payment of your function is required on the day of your booking or before the date of the function. Deposits are non-refundable if you cancel your booking with less than 14 days before your event date.

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

**Minimum Spend:** There is no separate charge for the room hire (excluding public holidays) however we do require a minimum spend of \$500. This can be combined with bar sales and catering. In the event that the minimum spend is not met the \$100 deposit will be forfeit but up to the amount required to meet the minimum spend level. In the event that the minimum spend level is still not met, the balance must be paid on the day / night of the function.

MINIMUM SPEND \$500 may vary or be adjusted depending on the type of booking and numbers at managements discretion.

**Security:** Security is mandatory for any 18<sup>th</sup> or 21<sup>st</sup> function. (Two security guards may be required depending on the number of invited guests) This is a cost that will be incurred by the function organiser. \*Security is not included in the minimum spend requirements.

**Surcharges:** An after-hours surcharge of \$35 per hour (or part thereof) applies to functions that run past 12am. 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. Anyone under the age of 18 must be off premises by 12am

**Safety of Patron and Staff:** We reserve the right to remove any individual who is showing signs of intoxication or acting in an objectionable manner. We can chose to close a function early if a group acts inappropriately or displays unruly behaviour or pose a risk to others. Any patron showing aggressive, intimidating or objectionable behaviour to any staff member or guest will be removed from the premises.

**Illicit Drugs:** Any form of Drug use will not be tolerated. If drug use is dealt or consumed in the 5290 venue your function will be immediately shut down and the authorities contacted.

**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 person or persons under the age of 18 years

**18<sup>th</sup> Birthdays:** Identification must be produced for the purchase of alcohol, underage drinking or producing a fake ID will result in those patron/s being asked to leave the premise. Alcohol that is not sold at 5290 Bar and Functions and is brought in by a guest will be confiscated. Supply of alcohol to someone who is underage will result with these people being asked to leave the premise.

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

*5290 is a Function venue. 5290 is not a PUB nor a night club. It is at the Managers discretion to refuse service and or shut down the function. Refunds will not be given if the Term and Conditions are in breach*

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

Function Date\_\_\_\_\_ Number of Guests\_\_\_\_\_

Function Host Name\_\_\_\_\_

Phone Number\_\_\_\_\_

I have read, understood and accepted the conditions stated in the Agreement

YES\_\_\_\_\_. No\_\_\_\_\_

Print Name\_\_\_\_\_

Signature\_\_\_\_\_ Date\_\_\_\_\_

OFFICE USE ONLY

Authorised By\_\_\_\_\_

Signature\_\_\_\_\_ Date\_\_\_\_\_