

THE CONSERVATORY CAFÉ

FUNCTION TERMS & CONDITIONS

FUNCTION COST

Whilst we do not charge a venue hire fee or have a minimum number of guests required we do have a minimum spend for a function (see below). This can be spent across food & beverages. Please see our function menu options on our website. We cater per person for the number of people you have attending to ensure all guest receive enough food. We have a maximum capacity of 120 guests.

DAY FUNCTIONS

- Day functions for a 3 hour time block require a minimum spend of: \$1800 in 2017
- Day functions for a 4 hour time block require a minimum spend of: \$2300 in 2017
- Day time functions are booked in at the 3 hour time block, if you wish to have the 4 hour time block please advise us when booking.
- The bar will close at the end of your time block and you will need to settle the bill.
- You will be required to vacate the premises within 30 minutes after the function end time. This allows you time to say goodbye to your guests and pack up your decorations etc.
- Functions exceeding this timeframe may incur additional charges of \$250 per 30 mins.
- Due to liquor licensing NO alcohol is to be consumed outside the Café or past the outdoor paved area in front of the Café.
- Strictly NO alcohol is to be consumed in the gardens, playground or car park.
- Guests are not permitted to bring their own alcohol as we are licensed.

EVENING FUNCTIONS

- Evening functions are a 4-5 hour time block & require a minimum spend of: \$2500 in 2017
- Due to liquor licensing NO alcohol is to be consumed outside the Café or past the outdoor paved area in front of the Café.
- Strictly NO alcohol is to be consumed in the gardens, playground or car park.
- Guests are not permitted to bring their own alcohol as we are licensed.
- Music must be kept at an acceptable level that does not cause nuisance to the bordering properties. Music must cease at midnight.
- Due to liquor licensing the bar will close at midnight, any final drinks must be purchased prior to midnight. Please advise your guests.
- Your guests must vacate the grounds by 12.30am under council regulations.
- Any guests that are intoxicated and found to be acting in an unacceptable manner shall be asked to leave.

21ST BIRTHDAY CONDITIONS (in addition to the above)

- \$1000 Bond (refundable at end of function unless there are any damages or excessive mess)
- Two in house Security/Doormen @ \$150 each (this is council regulation in a residential area)
- 60/40 Ratio - guests must consist of no more than 60% young adults and 40% family or mature age adults (this is a council regulation we have been given)
- No guests under the age of 18 years will be served alcohol.
- I.D. is required upon entry and a guest list must be supplied.

GENERAL FUNCTION INFORMATION

- Cancellations - Full deposit will be refunded on cancellations received 60 days prior to the function date. If a function is booked less than 60 days in advance the deposit is non-refundable.
- Full balance is required at the conclusion of your function by Cash, EFT or Credit Card, NO cheques.
- Our Function Manager will contact you on the Monday prior to confirm your numbers & food package choices and any other requirements.
- Due to food safety regulations NO outside food can be bought to your function besides a celebration cake, packaged lollies and packaged potato chips/nuts.
- We provide all functions with a sound system to which you can plug in your phone/iPod/laptop or we can play our own background music for you. A microphone is available for speeches should you wish.
- The Conservatory Café is a lovely setting both day and night but you are more than welcome to add your own decorations, but these must be removed at the conclusion of your function

BOOKINGS & CONTACT DETAILS

A deposit of \$400 is required at the time of booking to secure the selected date for your function.

If you wish to discuss or book a function please call

Yasmin on 0415 088 759 or email yas_opray@hotmail.com

If you wish to come and look at our venue we are open Mon - Fri 9am - 4pm, Sat 9am - 3pm

Functions are available any evening and Sundays