

# TERMS AND CONDITIONS

**Arrival times:** Will & Mike's can operate more than one function per evening. As you function arrival is important, we stagger entrance times for our events. All care is taken to ensure this, however we cannot guarantee exclusivity.

**Tentative Bookings:** Will & Mike's can tentatively hold your date for seven (7) days after a consultation with a coordinator.

No date will be held without a consultation. If then after the seven (7) day period a booking fee has not been received the date will **NO** longer held.

**Confirmation:** Confirmation requires a booking fee and signed agreement for the venue to secure the date that you have booked. As the client you are responsible for this amount to be payable within the seven (7) days of your consultation. Private Events require a non-refundable \$500.00 deposit. This amount will be deducted from your final invoice when final payment is made. Management has the right to cancel any function whereupon the deposit was not received within the specified time.

**Cancellations/Postponement:** Cancellation/Postponement of booking must be advised in writing and cancellation fees apply as follows:

3 months prior to function date: Deposit refunded less 50%

1 month prior to function date: The full balance owing of the function applies.

**Guaranteed Number of Guests:** Important - A guaranteed number of guests attending the event is required fourteen (10) full days prior to the event or as otherwise advised. Charges will be based on the number of people attending the function or the guaranteed number, whichever is greater regardless of final attendance. Age and number of children attending must also be supplied at this time. Children aged three (3) - twelve (12) are charged at half pricing of the adult rate, with a children's meal provided. Thirteen (13) years and over, full price menu applies.

**Payment:** Events require a second deposit - 50% payment based on the minimum guest numbers 3 months prior to function date. All event accounts are to be paid in full seven (7) days prior to the event or by the date specified by Will & Mike's. Any additional charges or bar tabs are to be paid for at the conclusion of the function. A copy of Tax Invoice or receipt can be forwarded following the event.

**Payment Amount:** Regular payments are welcome, however please ensure they are in minimum \$500.00 instalments.

**Late Payment:** All late payments will incur a 2% per week surcharge.

If the balance of the event is not paid in full 48 hours prior to its commencement, cancellation of the event may occur at the customer's expense.

**Responsibility:** Will & Mike's will not be held responsible should all guests not be punctual in arriving or being seated, or should speakers, attendees or the client delay the commencement of any event, or if any other interference beyond the control of Will & Mike's does not permit us to run service at the contacted time. Will & Mike's takes no responsibility for any natural disaster e.g. flooding, fires, power failure, war etc.

**Commencement and Vacating of Rooms:** The client agrees to begin the function and vacate the designated function space at the scheduled times agreed upon. In the event a function should go beyond the agreed finishing time, Will & Mike's reserves the right to impose a labour charge as well as any other applicable charges, for each hour that the function space is occupied. Any time extensions must be arranged with your event specialist prior to the event.

**Marketing and Advertising:** Unless advised otherwise, Will & Mike's may use any photo's or video taken by the venue or suppliers for any event for marketing or advertising purposes.

**Insurance:** Will & Mike's will not accept any responsibility for damage or loss of merchandise, gifts, cake, equipment or any personal items belonging to the client or guests in the venue prior, during or after a functions. The function host must arrange their own insurances.

**Confetti:** Confetti or rice grains are not permitted inside Will & Mike's or the grounds. Either use will incur a cleaning charge of \$500.00 dollars.

**Cleaning:** General cleaning is included in the hire of any space within Will & Mike's, however, if cleaning requirements are considered excessive at completion of any function, additional cleaning charges will be incurred.

**No Takeaway:** In the interest of our clients' health & safety, leftover food or beverages are NOT permitted to be taken off the property under any circumstance. Please try not to over-cater for your event to avoid disappointment.

**Timing:** Events must conclude by 12.00am with beverages concluding 11.30pm.

**Compliance:** It is understood that the client and their guests will conduct their function in an orderly manner and in full compliance with Will & Mike's management and all applicable laws. This includes, but is not limited to, liquor licensing laws, minors, non-smoking and Responsible Service of Alcohol (RSA), Will & Mike's reserves the right to refuse service to any intoxicated guests, ensuring our Duty of Care to all in attendance. Minors are not permitted to approach the bar for services. Adult supervision is requested at all times.

Will & Mike's reserves the right to cease the function at any time without Compensation, should any guests become abusive or involved in inappropriate or anti-social behavior towards staff, Will & Mike's property or other guests  
Clients are reminded that footwear and clothing are required at all times within the function. Fancy dress masks or helmets are NOT permitted.

**Security:** Security requirements will be assessed by Will & Mike's on a need basis, for events & met at client's expense. Security is required for all Bar/Bat Mitzvah's, 18th or 21st birthday functions:

30-50 guests: One Security Guard - \$300.00

51-100 guests: Two Security Guards - \$500.00

**Note:** Public Holidays are subjected to a 10% surcharge of the gross total of the function

**BYO Spirits:** A charge of \$10.00 per bottle (Max 6 bottles) is payable, with spirits to be dispensed from the Bar by RSA trained staff.

**Food and Beverage:** NO food or beverages may be brought onto the premises for consumption during a function unless otherwise arranged with Will & Mike's. Beverages are subject to availability and may alter slightly from the listed beverages. We reserve the right to substitute a product of equal quality or price.

**Parking:** Please note that parking is subjected to availability and Will & Mike's accepts NO responsibility for any loss or damage to vehicles whilst parked on the premises.

**Outside Services:** If any services are booked by the venue on the client's behalf, and subsequently cancelled within thirty (30) days of the function, the client will be fully responsible for any and all applicable charges.

**Renovations:** Will & Mike's reserves the right to undertake necessary maintenance and renovations to the function areas.

**Outside Contractors:** All outside contractors are required to obtain public liability insurance with a minimum cover of \$10,000,000 and must provide certificate of proof to the venue.

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## CREDIT CARD DETAILS

Card Holder: \_\_\_\_\_ Card Type: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiry: \_\_\_\_\_ CVV: \_\_\_\_\_

This credit card is used to secure your function booking, and as security should any damage occur during your function. You will be notified prior to any charges processed.

**Terms and Conditions:** I have read and understood the terms and conditions stated above and understand that it is a legally binding contract. I understand the responsibility the venue and I have in relation to enforcing the responsible service of alcohol and understand that I will not be compensated for any financial loss due to the behavior of my guests.

Date of Function: \_\_\_\_\_ Name: \_\_\_\_\_

Signed : \_\_\_\_\_ Date: \_\_\_\_\_