

TERMS & CONDITIONS

1. **Tentative Bookings** – A tentative booking will be held for a maximum of 7 days. If the booking is not confirmed within this period the function space may be released for re-sale. Reasonable effort will be made to contact the organiser in this event.
2. **Confirmed Bookings** – A booking will only be considered confirmed once a security deposit of \$300.00 has been received **AND** a signed and fully completed copy of the Function Booking Form has been received.
3. **Function Cancellations** – In the event of a function cancellation, the following terms are acceptable:
 - All cancellations must be in writing.
 - 60 days notice or more from the proposed event date: the deposit is refundable in full.
 - Less than 60 days notice from the proposed event date: the deposit is not refundable. The deposit may be used to secure a future booking, however should that booking be cancelled under any condition, the deposit will be forfeited.
 - Less than 40 days notice from the proposed event date: the cancellation fee will be 50% of the estimated value of the event.
 - 7 days or less notice from the proposed event date: the value of the event as per the Function Booking Form is applicable.
 - N.B. Regardless of the cancellation notice, when an event is cancelled, any costs incurred for a third party contractor agreed by the event organiser, which are not refundable, will be passed on to the client.
4. **Pax variation** – Any decrease in catering numbers in excess of 20% less than 21 days prior to the event will incur a nominal charge per person no longer attending.
5. **Price variation** – Every endeavour is made to maintain all menu items and prices as quoted, but occasionally these may be subject to change due to rising costs, product availability, unforeseen circumstance or at management's discretion. Please confirm all charges and costs prior to booking. Historical prices are not guaranteed.
6. **Finalisation of Booking** – Food and beverage selections, pax numbers, starting/finishing times and any additional requirements **MUST be confirmed in writing 14 days prior to the event date**. This will be your "Guaranteed Number of Guests". Charges will be based on the Guaranteed Number of Guests. There are no refunds available should the number of guests decrease. Additional respective charges will be incurred should this number increase, or if more guests are present on the event date. An accurate Guest List must be provided at least 7 days prior to the event.
7. **Final Payment** - The event will not proceed unless **payment has been received by The Deck at least 14 days before the event date**. Company cheques are accepted once prior approval has been given by The Deck, assuming clearance at least 14 days before the event date. Any remaining charges (e.g. Bar Tabs) must be settled at the conclusion of the event. The Deck will not invoice after the event date.
8. **Bar Service** – Management reserves the right to refuse beverage service as per Responsible Service of Alcohol guidelines and obligations.
9. **Photography/Recording of the function** – We can assist you with sourcing venue photographers/videographers. Prior permission is required for photography, sound or video recording of events or guests at The Deck. Any costs will be passed onto the client.
10. **Entertainment** – The Deck is able to organise entertainment if required. The cost will be passed onto the client. If the organiser wishes to provide their own entertainment this **must be confirmed at least 7 days prior** with The Deck management for appropriate load in times, etc.
11. **Insurance/Loss or Damage** – The function organiser is responsible for the replacement or repair costs for any property damage or fitting damage to The Deck by their guests before, during or after attending a function. The Deck does not accept any responsibility for damage to or loss of any property left on the premises before, during or after a function. The Deck recommends that the organiser arranges appropriate insurance cover. If damage occurs during the event you and/or your guests may be removed from the premises.
12. **Decorations** – ANY AND ALL decorations and the way they will be hung and/or placed in the venue will need to have prior management approval. See the above point regarding Damage/Loss/Insurance.
13. **Food & Beverage** – No food or beverage are to be brought on premise without explicit permission from The Deck Management.
14. **Security Guard** – The Deck will provide any security required for your event. This is not negotiable. Any cost will be passed onto the client. The required security will be arranged at \$40 per guard per hour. 2 guards for the first 100 guests and 1 additional guard for every 100 guests thereafter.
15. **Bookings** are not taken for Bucks Nights, 18th's or 21st's.
16. **Your security deposit** will act as a bond which will be refunded via EFT to your nominated bank account on the Wednesday following your function date. Total refund of the bond is subject to a site inspection in the 24hrs following the event. Part of, or the entirety of, the bond will be retained in the event of any damage caused, excessive or unusual cleaning is demanded after your function or your guests disturb other functions in progress.