

# TERMS & CONDITIONS - SOAPBOX BEER

By confirming a function at Soapbox Beer BrewBar and Kitchen you are agreeing to the following terms and conditions:

**Minimum Spend** – Soapbox Beer request a prepaid minimum spend, as advised by your Function Manager, where exclusive use of the venue or function area is required or for some functions during high demand periods. If the minimum spend is not met during your function a venue hire fee will be charged to make up the difference. All quotes are valid for 7 days from the date of issue. Tentative bookings will be held for 5 days.

**Deposits and Payments** – to confirm your function at Soapbox Beer, you are requested to complete a function booking form and pay a deposit of \$200 or, if applicable, 20% of your minimum spend (whichever is the higher) to secure your space. This deposit is either deducted from your food and beverages bill or your bar tab. Where a minimum spend applies, the full minimum spend must be paid two weeks prior to your event unless alternative options are approved by Soapbox Beer's Function Manager. Payments can be made in cash, via credit card or direct deposit. A credit card is required upon confirming your function, even if you pay the deposit with cash or direct deposit.

**Cancellations** - In the event of you cancelling a confirmed function more than two weeks prior to the date of the function, a full refund of the deposit will be given by Soapbox Beer. However, no refunds of deposits will be given for functions booked for November or December. Cancellations of confirmed events less than 7 days prior may result in you being liable for the costs of ordered food or booked services, eg., audio/visual bookings, music performers etc. Soapbox Beer reserves the right to move or cancel any function booking due to circumstances beyond our control, such as extreme weather, necessary repairs etc.

**Final Numbers including Food and Beverage Selection** – final guest numbers and all food and beverage selections must be submitted to Soapbox Beer in writing no less than 1 week prior to the date of the event. When the event is booked, or selections received, within 1 week of the event date your food, beverage and services options (for example, audio visual) may be limited. Any unused catering is not transferable or refundable.

**Entertainment** – All live entertainment is subject to prior approval by Soapbox Beer. With sufficient notice, we can work with you to include music or other entertainment for your event and, depending on the size of your event, the selection of entertainment may need to take into account other guests of Soapbox Beer's BrewBar and Kitchen. Please work with our Function Manager to confirm your options.

## Audio / Visual Equipment @ Soapbox Beer

- Soapbox Beer has audio and visual equipment available for hire during your event, including a PA system, wired microphone, projector with HDMI input and projector screen
- If you wish to setup additional audio visual equipment Soapbox Beer will work with you to source the equipment where possible at an additional cost.
- Please supply your own laptop to connect to the equipment. The laptop must be tested prior to the event date.
- In the instance where you contract a musician/performer for an event, you are responsible for any damage caused to Soapbox Beer's equipment during the allocated function timeframe.

**BYO and Decorations** – with prior approval from our Function Manager, guests are permitted to bring celebration cakes and decorations.

**Bump-In** - Need to setup in advance of your event? Depending on the time of day, all events are given one hour access to their nominated event space prior to the official event start time. Should you wish to extend this time period, written confirmation must be obtained from Soapbox when your booking is secured by deposit.

**Advertising** - Soapbox Beer is always keen to make sure your event is successful so we request you seek our approval in advance of any advertising undertaken for an event and we reserve the right to refuse any private event advertising. Soapbox Beer reserves the right to terminate any event booking and retain the deposit paid where the event organiser breaches these conditions.

**Minors @ Soapbox Beer** – we allow the family of the event organiser to attend a function with the following stipulations:

- Should you or your guests wish to have minors present at an event, minors will need to be presented to the Bar Manager at the start of the event and, if necessary, a wristband will assigned
- Minors must remain under the constant supervision of their parent or guardian for the duration of their stay. We're a brewery so there are risks and we need minors (and their parents/guardians) to stay safe.
- Minors will be required to leave Soapbox Beer no later than 10pm
- Soapbox Beer reserves the right to restrict or deny access to any Minor at any time

**Responsible Service of Alcohol** – In accordance with the Liquor Act, Soapbox Beer reserves the right to refuse entry, service and/or to remove guests of an event (patrons) from the premises for unruly behaviour and/or showing signs of intoxication.

**Dress code** - All guests of an event must abide by Soapbox Beer's dress code and we reserve the right to refuse entry to any guest, including the organiser, who does not meet the dress code. This includes, but is not limited to footwear.

**ID** - All guests attending an event must have valid photo ID. Any guest over the age of 18 found not to have valid ID may be asked to leave the premises.

**Prices and Surcharges** - All prices may be subject to change at Soapbox Beer's discretion. Every possible effort is taken to maintain prices and we will notify you of any changes. Events held on gazetted public holidays will be charged as surcharge. This surcharge will be outlined in your event costing.

**Loss and Damage** - You shall remain responsible for any loss or damage to the property of Soapbox Beer caused directly by you or your event attendees. Soapbox cannot take responsibility for the damage and/or loss of items, before, during and after an event. Any costs incurred will be invoiced to you directly.