

TERMS & CONDITIONS

1. Confirmation of booking and deposit

A tentative booking will be held for a period of 7 days, after which time if written confirmation has not been received the booking will automatically be released. A deposit of 20% of total food and beverage spend is required within 14 days after written confirmation has been received unless authorised by our staff. If the deposit and confirmation form are not received by the due date Escapism Bar Group reserves the right to cancel the booking and allocate the space to another client.

2. Confirmation of food and beverage menu and final numbers

Menu and beverage selections for your event must be confirmed **14 days prior** to the day of the function to ensure goods are in stock. Final numbers must be provided a minimum of **4 working days** prior to the function. Should minimum numbers fall below the guaranteed minimum, charges will still be based on the minimum number.

3. Cancellation

In the case of an event cancelling the following terms and conditions are applicable:

- For 60 days or greater notice, the deposit will be forfeited in full
- Within 14 -30 days' notice, the cancellation fee will be 50% of the anticipated revenue originally stated on the event sheet.
- If 14 days or less notice, the cancellation fee will be 100% of the anticipated revenue originally stated on the event sheet.
- A change or postponement of an event will be considered a cancellation and the above charges will apply.
- The venue reserves the right to cancel any booking if the deposit is not received within seven (7) days of making a tentative booking.

4. Payment

All function accounts must be paid in full with cash, credit card or bank cheque at least 14 days before the date of the function unless otherwise specified. Personal and company cheques will only be accepted with prior approval.

5. Minimum Spends

Escapism Bar Group reserves the right to apply minimum spends where a room is specifically allocated for a function. The amount will be stated in the confirmation letter if it applies.

6. Consumption of Outside Food and Beverage

No food or beverage of any kind will be permitted to be brought into the venue by the client or any other person attending the function unless by prior arrangement with Escapism Bar Group

7. Equipment, Decorations and Entertainment

To personalise your function or for a unique atmosphere we are more than happy to arrange special equipment, decorations or entertainment through our range of suppliers. Charges will apply dependant on the arrangement.

8. Price Variation

Every endeavour is made to maintain our prices as originally quoted to you, however they are subject to change. Should any increases occur, we will notify you immediately.

9. Access to Venue

The client is allowed access to the venue 2 hours before the commencement of the function. This includes DJ's, musicians, event organisers and suppliers. Escapism Bar Group must be notified at least 24 hours prior to the function regarding times of arrival, equipment and areas that need to be accessed.

10. Additional Meals

For third parties employed as entertainers including photographers and video projectionists meals are provided at normal Escapism Bar Group menu prices.

11. Extras

Any extras, such as beverages on consumption are to be paid upon the completion of the function. Credit card detail must be obtained prior to the event commencing if beverages are served on consumption.

12. Signage and Décor

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building. Signage in Escapism Bar Group public areas is to be kept to a minimum and must be approved by the Event Manager prior to the event.

13. Security

The client is responsible to conduct the event in an orderly manner and in full compliance with all applicable laws. Escapism Bar Group reserves the right to intervene or eject any or all guests from the function if their actions are considered illegal, noisy or offensive.

14. Supply of Alcoholic Beverages

Escapism Bar Group reserves the right to refuse the supply of alcoholic beverages to any guest attending the event that is considered to be under age, intoxicated or behaving in an offensive manner.

15. Underage Guests

Escapism Bar Group reserves the right to refuse entry to all underage guests.

16. Responsibility

- The client is financially responsible for any damage that is sustained to the venue or any other property owned by or in the care and custody of Escapism Bar Group, which is caused by the client or any other person attending the function.
- General and normal cleaning is included in the cost of the event, however additional charges may be payable if the event has created cleaning needs above and beyond normal cleaning.
- Escapism Bar Group does not accept responsibility for the damage or loss of goods left on the premises prior to, during or after an event.