



CAXTON STREET BREWING FUNCTIONS

TERMS & CONDITIONS

Please note:

"Host" – refers to the person hosting the party

"Venue" – refers to Caxton Street Brewing Company, Ptd. Ltd.

Reservations, Cancellations & Deposits: Tentative bookings can only be held for up to 7 days. Once this period has lapsed, the venue reserves the right to release the tentative reservation. To confirm a booking for an exclusive area, a security deposit is required to be paid. This payment should be made within 48 hours of receiving these terms and conditions and completed booking form to secure the date, unless otherwise agreed, and can be done using any major credit card, EFTPOS, direct deposit, or cash. The deposit amount will be deducted from your total bill amount prior to the final payment (it cannot be refunded in cash or credited back to your card) on the date of the event. Cancellations must be made in writing to the functions team at functions@caxtonstreetbrewing.com If a cancellation is made more than 21 days prior to the event, the deposit will be refunded in full, less any costs incurred on your behalf (ie: for booking security guards). If a cancellation is made 21 days or less prior to the event, the security deposit will be forfeited.

Room allocation and final numbers: Management reserves the right to assign an alternate room where the original room becomes unsuitable or unavailable due to circumstances beyond the venue's control. Should attendee numbers decrease from numbers advised at the time of final confirmation, it is at the venue management's discretion to relocate an event to a more suitable space. Final confirmation of numbers should be completed 14 days prior to event date. In areas where a minimum number of guests specified are not achieved, the venue reserves the right to open the space for public use. When booking a function, it is the host's responsibility to give accurate details in relation to the type of function and its guests. If a host falsifies information, or if a function is booked on false pretences, the venue reserves the right to cancel the function without notice, and at the expense of the host.

Minimum numbers for private use:

- The Bunker: minimum 80 guests
- The Brewery: minimum 30 guests
- The Works: minimum 150 guests

Function conduct: It is required that the host will conduct the function in an orderly manner. All normal venue policies, procedures and legal responsibilities apply to all persons attending functions, at all times; including total compliance to all responsible service of alcohol guidelines and standards. *Responsible Service of Alcohol: The sale and supply of liquor to unduly intoxicated persons carries heavy fines. Management: \$60,950. Staff: \$9,752. Intoxicated persons will not be served, we ain't taking the risk mate! All guests wanting to purchase alcohol must be over the age of 18 years old and hold a valid form of identification.*

Security: We may require additional security for your function if your event is inviting 80 people or more; or at the discretion of venue management and will be discussed at the time of enquiry and charged to you, the host, prior to the event proceeding. Our house rule for security requirements is as follows: *Functions exceeding 80 guests require security to keep all patrons safe and secure. Security minimum requirements is 4 hours on shift, and 1 guard between 80 - 100 guests, 2 guards between 100 - 150 guests, 3 guards between 150 guests and 200 guests. Security cost is \$280 + GST for 4 hours (per guard) and \$70 + GST (per guard) per hour thereafter*

Damage: Please be advised that the host is financially responsible for any damage, theft, breakage, or vandalism sustained to the function room, audio-visual equipment or venue premises by guests, invitees or other persons attending the function. Should any extra cleaning be required to return the premise to a satisfactory standard, this will be charged to the host. The venue does not accept responsibility for damage or loss of property left at the venue prior to or after the function. Note that the use of confetti, glitter, rice, candles or similar within all spaces is prohibited and will attract a cleaning fee. Wilful damage will require full compensation to the venue and will be reported to police. It is recommended that all the host's goods be removed from the venue immediately after the function.



Catering / Food Package - final confirmation and payment: All catering / food package orders, room set up requirements and final attendance numbers are required a minimum of 14 days prior to your function date. Please note that this number will form the basis for a final and accurate charge to the host. All catering and / or food package costs must be paid upon confirmation of final numbers prior to function date, unless otherwise agreed, this amount is non-refundable.

Beverage packages – final confirmation and payment: Beverage package payment will be required in full, prior to the event start time. Please note, timed drink packages must be consistent for all guests, no exceptions. Drinks on consumption tabs (bar tabs) must be paid upon conclusion of the event, credit card and valid identification will need to be held as security behind the bar until tab has been settled, this needs to be handed over to management prior to the tab being opened.

Guest entry: Guest entry to functions will only be permitted in accordance with agreed start and finish times. Hosts may prearrange an early arrival with the function team. The venue reserves the right to refuse entry to any patron in accordance with normal responsible service of alcohol procedures. Additional function guests (above and beyond the numbers of guests confirmed) may only be admitted in accordance with the venue’s licensed capacity. Minors are welcome to attend functions only when accompanied by a Legal Guardian.

Function Menus: Some menu items may be subject to change without notice. Where a product is unavailable, an appropriate substitute will be offered.

Dietary Requirements: We are able to offer options to suit most dietary requirements. Dietary requirements should be finalised alongside catering requirements to ensure our kitchen team can cater to their needs.

Suncorp Stadium Events: Please bear in mind that because we are close to Suncorp Stadium some restrictions will apply to bookings on event and game days. The Functions Team will be able to advise you of any conflicts at the time of enquiry.

Minors: Under 18s are welcome in all function spaces of Caxton Street Brewing Company provided they are always accompanied by a Legal Guardian. Minors will need to exit the venue prior to 10pm, due to our licensing restrictions. Staff may ask minors to be identified with a wristband. If so, this wristband must remain on for the duration of the minor’s time in the venue. These wristbands will be provided by Caxton Street Brewing Company.

Audio Visual Equipment: Please advise us at the time of your booking if you require any additional audio-visual components. We also strongly recommend booking a ‘test run’ with our functions team prior to your event as we can’t guarantee compatibility.

Please note: We do not allow the following at any functions: outside catering (celebratory cake is an exception), no smoke machines, no naked flames, no confetti, glitter, or scatters (or similar). All belongings and gifts are to be collected upon the conclusion of the event. Caxton Street Brewing Company does not accept any responsibility for damage or loss of any client’s property on premise.

Please sign to confirm acceptance of the above terms and conditions:

_____ Host’s Signature

_____ Host’s Name

_____ Date Signed