

# TERMS & CONDITIONS

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**Audio Visual Equipment:** Our venue offers full AV equipment including large screen projector, HDMI connection and wireless microphone at a flat fee of \$250. Please advise if you require this when confirming your booking.

Additional AV requirements can be organised through our Audio Visual partner for an additional charge.

**Tentative booking:** Tentative bookings will be held for a period of seven (7) days only, at which time the booking will be released if a signed copy of our acceptance form and deposit have not been received

**Confirmation:** Bookings will only be confirmed on receipt of a signed copy of term and conditions and a pre-authorisation of credit card for 50% of the function.

**Deposit:** A pre-authorisation of 50% of the food invoice is required to confirm the booking.

**Payment:** The event cost is to be paid in full on the day of the event via credit card or cash unless organised prior to the event with your event manager. If you wish to pay the balance by EFT, funds need to be cleared into our bank account at least 48 hours prior to the event with the remittance sent to your event manager.

**Minimum Spends:** The minimum spend for any function is dependent on the day of the week, time, space and number of guests and must be met across food & beverage only. In the case that the total food and beverage bill does not equal the same as that of the minimum spend or higher, a room hire fee will be charged to make up the difference. Additional costs such as AV, decorations or anything outside of food and beverages do not count towards the minimum spend. All credit card deposits and prepayments incur a 1.65% processing fee. Events held on a public holiday will incur a 15% surcharge on all food and beverage items

**Service Charge** A 5% service charge will be applied to the total bill for your event unless advised otherwise. Please let your events manager know prior to your event if you would prefer to opt out from this charge.

**Set Up and Delivery:** you will be able to access the venue 1 hour pre and post event unless you have organised prior.

**Damages and Cleaning:** Organisers are liable for any costs relating to damage, theft or additional cleaning requirements that are caused by an event.

## **Covid Policy**

Our staff are all double vaccinated as per government regulations. In the event that Juliet has been closed due to a covid outbreak, deposits will be transferred to gift vouchers if event is not re-booked within 3 months.

**Cancellation:** If cancelling up to fourteen (14) days before your event, 50% of the food bill will be charged. If cancelling between fifteen (15) and twenty nine (29) days prior to your event, you be charged 25% of the food invoice.

Functions cancelled with more than 30 days notice will receive a full refund.

**Confirmation Of Attendance:** Final guest numbers are required seven (7) business days prior to your event.

**Confirmation of Menus:** All menu selections, dietaries requirements and beverage selections must be confirmed ten (10) business days before your event, we cannot guarantee late changes will be accommodated.

**Public Holidays** A 15% public holiday surcharge is applied on public holidays

# ACCEPTANCE FORM

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Reservation Date: \_\_\_\_\_  
Reservation Time: \_\_\_\_\_  
Number of Guests: \_\_\_\_\_  
Type Of Event ( Standing/Seated): \_\_\_\_\_  
Minimum spend (+5% service charge): \_\_\_\_\_  
Booking Contact (Full Name): \_\_\_\_\_  
Contact Mobile Number & Email: \_\_\_\_\_  
Company Name (if applicable): \_\_\_\_\_  
If the contact person on the day of the event is different to the  
contact listed above, please provide alternate name and mobile  
number: \_\_\_\_\_

Credit Card Details (all cards accepted, credit card surcharge does  
apply)

Name on Card: \_\_\_\_\_  
Card Number: \_\_\_\_\_  
Expiry Date: \_\_\_\_\_  
CCV: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Deposit Amount: \_\_\_\_\_

All events have a compulsory 5% service charge which will be charged  
at the conclusion of your event

Please ensure that you have read and agree to our terms and  
conditions listed in this document.

I HAVE READ AND ACCEPT THE TERMS AND CONDITIONS LISTED  
ABOVE

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

Dated: \_\_\_\_\_

We look forward to welcoming you to Juliet Melbourne for a  
memorable and enjoyable experience.