

# Loft **UPSTAIRS FUNCTION SPACE**

Birthdays - Corporate Events - Cocktail Parties



## Terms and Conditions

### Entertainment

Our upstairs function area features its own surround sound stereo system, allowing our guests to personalise their music choice. If you wish to bring your own CDs, we will be happy to play them for you.

We also have the equipment to play your i-pod through our system.

We are also more than happy to help arrange entertainment whether it's live entertainment DJ or a Juke Box

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## Theming

If you wish to have the room themed, we will be happy to assist you with the organisation of this. Just ask our Functions Manager how they can assist you with your requirements and you will be advised of any additional costs.

## Tentative Bookings

Tentative bookings will be held for a period of 7 days only after which time the room will be released.

## Menu Selection

Menu selections need to be made 1 week prior to your function.

## Confirmation of Numbers

Confirmation of numbers can be made one week prior to your function. The number of guests that have been confirmed at this time will be the expected number of guests catered for and the number that will be charged for.

## Decorations

You are free to decorate the rooms as you please, however no confetti, tape or nails are to be used. If unsure please speak to one of the relevant staff members.

## Function Times

Functions can run from 6 pm when the venue opens until 12 am  
Friday to Sunday open at 11 am

## Deposit

A \$200 deposit is to be made on confirmation of your booking this can either be by cash, cheque or credit card. Your deposit will then be deducted from the total bill, full payment is to be made on the night of your event.

## Cancellation Policy

All cancellations must be made in writing to the Function Manager, The Lounge Tapas Bar. Where the client;

- (a) Cancels a booking 30 days prior to the day of event, the client shall forfeit the entire deposit.
- (b) Cancels a booking 7 days prior to the day of event, the client shall forfeit their deposit and incur an extra \$300 cancellation fee.

## Payment

Apart from credit card details and the \$200 deposit, no other money is required prior to the event. The bill may be settled before or after the function begins. Personal cheques are permitted with license and address details on the reverse side as long as they are presented 7 working days prior to your event. We accept all credit cards.

## Legalities

The Lounge Tapas Bar policies and legal responsibilities will apply to all functions, these include responsible service of alcohol, proof of age and noise levels emitted from the premises. All youths must be accompanied by a parent or guardian and supervised at all times. Anyone found supplying a minor with alcohol at any time will be asked to leave the premises immediately along with the minor.

It is the client's responsibility to acknowledge all these terms and conditions and make sure they are upheld and abided by at all times.