

## **Rokeby 100 - Terms and Conditions**

### **Last Updated January 2021**

- Please be aware we require a \$1000 deposit of total minimum spend to be paid via credit card (charges apply for American Express) or bank transfer/deposit. **This deposit is to secure your booking and is non-refundable.**
- When securing in the deposit you are signing up to the minimum spend required and the final menu and spend is decided 7 days prior to the function.
- By paying the deposit you are signing up to all of these terms and conditions.
- Security charges will not be applicable to minimum spend. Minimum spend can include food and drinks.
- In the event of any damages occurred to Rokeby100/Fabulous Catering property, Host signatory will be liable for the cost of repairs/replacement.
- Regarding decorating – strictly no confetti/glitter, otherwise a \$90 cleaning fee will be liable to Host signatory
- Please note that for all 18th Birthdays, 21st Birthdays, Bucks Nights, and Hens Nights – we require a \$300 security/damages/cleaning deposit to be paid prior to event, and will be refunded after Event - depending on if Guest behaviour was respectful to our property throughout your Event, there are no damages, and no excessive cleaning required to the space
- At Rokeby100, we take Responsible Service of Alcohol practises and laws very seriously. We must show duty of care to our staff, neighbours and Guests at all times.
- We reserve the right to refuse the service of alcohol to any Guest, at any time, and to ask them to leave the venue if need be. We may refuse entry, or ask a Guest to leave at any time, if they are being offensive, abusive, or displaying anti-social behaviour.
- Upon entry to our Venue, unless any privacy stipulations have been requested by any Guests/Host, all Guests/Host agree to be included in promotional photography by our staff, which may appear in our Group's social media posts.
- Please note in all areas of our venue there is 24/7 CCTV Surveillance.
- Please note we close the venue at 12am SHARP. This means we are very strict on calling last drinks at 1145pm, closing the bar at 1150pm, last song 1157pm, lights up and goodbyes until 12:30am. Guests must stay inside the venue until their transport has arrived, and this can be coordinated by our staff. We have local neighbours we need to respect, and cannot have noise outside our venue late at night.
- Venue licence closing times on Monday – Thursday and Sunday is until 11pm.
- Final balance of total bill is due three days prior to your event date
- Final confirmation of guest numbers, menu selections, Guest dietary requirements, and all information requested by the Events Team at Rokeby100 is required a week prior to the function
- Please note, if you or any of your Guests leave the venue without paying any outstanding bills, Host will be liable for payment

### **Covid Cancellation Policy**

- If your event cannot go ahead because of current restrictions in place due to covid 19, including reduced capacity, no standing, no dancing, lockdowns) Rokeby 100 will allow a change in date to the chosen available date.
- If no new date works then the deposit usually non refundable is 50% refundable.
- A Covid Safe Marshall may be required for your event (depending on current rules in place) this might have to be extra to the security guard and is charged as an extra to the minimum spend.

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