



## **FUNCTION BOOKING TERMS AND CONDITIONS**

### **PLEASE NOTE**

- Our menus are subject to change without notice due to the availability of produce and stock
- A minimum food and beverage spend is required for all functions at B4 Food and Wine Bar (unless authorised by management). Drinks are charged at bar prices.
- Bookings are for 50 people and above. (Unless authorised by management)
- Event duration is up to 5 hours
- Service of alcohol will be suspended at 11pm with half an hour grace do to liquor licensing requirements
- Management reserves the right to charge cleaning fees at their discretion where applicable

### **PRICING**

All food and beverage pricing is inclusive of GST.

### **FINAL NUMBERS & PAYMENT**

Bookings are considered tentative until the deposit amount has been received along with the signed Function Booking Terms & Conditions. Final payment for the balance along with confirmation of final catering numbers is required 5 business days prior. Final payment can be made in person via cash, EFTPOS or credit card.

### **CONFIRMATION**

A deposit of 25% of the total value of the event or \$500 is required to secure all function bookings (whichever is greater). This deposit must be received within 7 days of issue together with the signed terms and conditions and credit card details for security. Should the deposit not be paid, B4 Food and Wine Bar will reserve the right to cancel the booking. Deposits are refundable subject to the cancellation terms below:

Over 90 days	Full refund of the deposit
30 - 90 days	50 percent of the deposit
0 – 29 days	Cancellations will incur 100% of the total value of the event

### **LIQUOR LICENCING**

B4 operates with a liquor license during the following times:

Monday to Friday 7am to 11pm

Saturday and Sunday 10am to 11pm

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#### **PROPERTY DAMAGE**

The client will be responsible for any damage that may occur within the entire Unipark Complex located at 195 Wellington Road Clayton in relation to their function by all guests attending. In addition, the client indemnifies B4 Food and Wine Bar against any claim for loss, damage or theft of any goods belonging to the client or their guests. B4 Food and Wine Bar strictly adheres to the Health, Liquor Health & Safety Acts and all Federal and State Regulations. The client and their guests also undertake to conform to these regulations as listed.

#### **RESPONSIBILITY**

Sparklers, Candles, Smoke and Fog Machines are prohibited from use. Guests are only permitted to smoke in nominated areas. If the MFB is required to attend through the use of the previously listed items, the client will be liable for any charge incurred.

#### **FOOD & BEVERAGE**

No food or beverage of any kind (other than a celebration cake) is permitted to be brought in for consumption at the function by the organizer or guests. (Unless authorized by management)

#### **ENTERTAINMENT**

Management must be advised of the nature of entertainment to be booked and is subject to approval. The use of venue equipment is not permitted unless otherwise approved. Complimentary background music can be provided.

#### **PARKING**

Ample parking is provided complimentary at Unipark Business Park 24 hours, 7 days a week.

#### **SECURITY**

B4 Food and Wine Bar are permitted to hire security when deemed necessary at the expense of the client depending on the type of event booked and number of guests attending.

#### **PATRON BEHAVIOUR**

It is required that the organizer and guests will conduct the function and themselves in an orderly manner in full compliance with B4 Food and Wine Bar. Minors are not permitted in venue unless in presence of a parent or legal guardian. B4 management reserves the right to exclude or eject any or all-objectionable persons from the premises without liability.

#### **RESPONSIBLE SERVING OF ALCOHOL**

Our venue is committed to the responsible serving of alcohol (RSA). We seek the co-operation of patrons to assist us in achieving our aim to provide the best possible experience for you and your guests; therefore, we adopt RSA practices for all function bookings.

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#### **DECORATIONS**

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the venue. No streamers or other items can be attached to any part of the venue's fittings. The only decorations permitted are table settings, flowers and helium balloons, which can be delivered to the venue on the day of the function. Confetti (including table scatters) is not permitted either inside or outside the premises. Place cards, cake bags etc, are the responsibility of the client and should be delivered to the venue either prior to or on the day of the function.

All decorations and equipment are to be setup and removed by the client within the function access and bump out times as noted in the booking, unless authorized by management.

#### **SMOKING**

B4 Food and Wine Bar is a smoke free venue. Smoking is permitted in the external dining area within the glass barriers and ash trays are provided.

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### Deposit Details:

Deposit Amount:	
Credit Card Type:	
Cardholder Name:	
Card Number:	CCV:
Expiry Date:	

I hereby authorise B4 Food and Wine Bar to deduct \$500 deposit from my credit card.

Signature:

Date:

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