



Function Terms & Conditions

Please sign & return this along with the Booking Confirmation form & deposit, to secure your booking.

Confirmation of booking

A deposit is required from all parties, with the amount will be determined at the time of the booking.

Confirmation of a booking by way of a deposit must be received within 14 days of the original booking being made. Tentative bookings will be held for a period of 14 days, after which time the function space will be released. Zamia Café reserves the right to cancel the booking and reallocate the date if these requirements are not met.

Final Numbers & Late Changes

Number of guests attending the function must be *confirmed 5 days prior* to the event. Final charges will be based on these numbers or actual attendance, whichever is greater.

Payment & final balance

After a function booking is secured with a deposit, full payment of the function shall be made *5 working days* prior to the function with any *additional costs being settled at the end of the function*.

Zamia Café accepts credit card, direct debit or cash payments. Any credit that has been established and accepted by Zamia Café must be settled in full within 5 days of receipt of the invoice.

Cancellation of booking

Cancellations must be notified in writing. Deposits will not be refunded in full, unless cancelled at least one month prior to the function date. Zamia Café reserves the right to deduct from the deposit, any expenses which may have been incurred.

In the event of the function being cancelled within one month of the event, a refund of 50 % of the deposit will be granted. If cancellation occurs less than 1 week prior to the function date, the amount will be determined by management.

Any costs incurred or cancellations charges for bookings made on your behalf by Zamia Café with a third party must be paid for by the client.

Menu & pricing

Please advise of final menu selections at least 5 days prior to your event. No food of any kind will be permitted into the café for consumption without prior consent from management.

Pricing for menus are subject to change at any given time. However upon receipt of deposit, prices are confirmed as quoted.

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BYO

Zamia Café is BYO alcohol venue. You are responsible for all your own beer, wine and spirits. We advise you to have the alcohol delivered early, so it is chilled for your event.

Zamia Café will supply all soft drinks, bottled waters and juices for which a tab is kept and settled at the completion of your function. (Chilled filtered tap water is supplied free of charge to guests). Glassware for the evening is the client's responsibility. We are happy to assist in hiring of equipment if required.

Venue hire

The café is available after hours for "Sundowner Functions" Monday to Saturday (excluding public holidays).

A fee of \$1,500.00 applies to hire the café for 4 hours from 5.30pm to 9.30pm. This fee covers:

- Exclusive use of the café for the evening
- Corkage for the evening
- Wait staff for food service
- A designated bar area within the café (dressed with table clothes)

Decoration | displays | equipment | signage

You are free to decorate the café as required for your event, however *no items of signage or decorations are to be pinned, nailed, screwed, stapled or glued to the walls, doors or any other surfaces of the café.*

Please note you are responsible for removing decorations from your event at the end of the evening. Failure to do so may result in extra charges for cleaning of the premises.

The cafe can hire equipment on behalf of the client. Equipment hire details can be provided on request.

Outdoor cinema

From the beginning of December through to the end of March each year, Kings Park runs the outdoor cinema in the Synergy Parkland.

The client is aware any function booked during the cinema season must be considerate with music or any entertainment so that it does not interfere with the cinema. The cinema closes at approx 10pm to 10.30pm, after which the noise restrictions are no longer an issue.

Commencement & vacating premises

As the café closes at 5.00pm, access for setup is from 5:30pm. We recommend a commencement time for most events from 6.00pm, depending on setup requirements.

The client agrees to begin and end functions at the scheduled times. Please note functions must be concluded by 9.30pm. Failure to do so may entail additional hire fees.

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Security

Due to the isolated location of the venue, security may be required to aid with supervision and security of guests and their cars. Security companies have guidelines depending on the number of guests and these must be adhered to.

In the above circumstances, Zamia Café will book Security staff from a reputable company at an approximate cost of \$45/hour per guard for a minimum 5 hour call. The cost of which is the clients responsibility.

Responsibility & damage

Zamia Café will not accept responsibility for damages to, or loss of merchandise left at the café, prior to, during or after the event.

Clients will be responsible to ensure the orderly behaviour of their guests, and Zamia Café reserves the right to intervene where it sees fit.

The client assumes financial responsibility for any and all damages caused to any fittings, property or equipment during the function by the client, any of their guests or any other person attending the function. No open flames (tea lights included) are allowed. Please consult Zamia Café for further information.

No confetti, smoke or dry ice machines are to be used within the venue.

For sit down dinners it's the client's responsibility to provide a seating plan & place settings.

Please sign & return this document to acknowledge you have read, understand & accept these terms & conditions. No event will proceed without this.

I have read, understand & accept the Functions Terms & Conditions information above.

Name: _____ Date: _____

Signature: _____

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