

## FUNCTION TERMS AND CONDITIONS

1. It is the responsibility of those entering into this contract to inform their guests of Maddies terms and conditions.
2. Those entering into this contract will be responsible for any damage caused to, or theft of Maddies property by your guests. Maddies accepts no responsibility for any damage to, or loss of property of guests
3. While every effort is made to accommodate your function area of choice i.e. Rotunda, garden, dining room verandah the management reserves the right to relocate your function in another area appropriate to the number of guests and prevailing weather conditions.
4. Final numbers and menu choices including dietary requirements should be confirmed 14 days prior to your function date. This will be the number catered for and will be the minimum number charged for your function. Unless special arrangements have been made with management, full payment will be due at this time.
5. Due to fluctuations in produce costs, we can not guarantee menu costing until numbers and dietary restrictions are confirmed 14 days prior to your function.
6. Tentative bookings are held for 7 days. Payment of 100% of the venue hire fee is required to secure your booking. Catering costs are payable 14 days prior to your function date.
7. Maddies staff will be available to assist your guests from the time your function has been booked. Should you require assistance prior to commencement of your function, please discuss requirements with management. Staff charges may apply. Times arranged for commencement of food service must be adhered to due to staffing constraints and maintaining food quality. Delays in function commencement may incur fees.
8. Events running overtime will incur an additional charge
9. Any procedure change on the day must be negotiated by the function organiser and management or function supervisor only
10. If a menu item is not available or of poor quality, we reserve the right to substitute the item or dish to a similar dish of suitable quality.

## CANCELLATION FEES

In the event of cancellation;

If more than 21 days prior to your function date, your deposit will be refunded less a \$200.00 Administration Fee.

If 14 days prior to your function date, 50 % of your function total will be refunded.

If 7 days prior to your function date, 100 % of your function total will be retained.

## VACATION OF PREMISES

Venue hire times must be strictly adhered to. Any event running overtime will be charged at \$150.00 per half hour

For daytime functions, guests must vacate no later than 4.30pm unless prior arrangement has been made with management.

For evening functions, all guests must vacate the premises by 10.30pm.

In consideration of our neighbours, music must cease at 10.00pm.

## PARKING

Maddies onsite parking is limited to 13 parking bays. Roadside parking is limited to the Maddies side of Paterson Road only (please note there is no parking opposite Maddies). We encourage car-pooling wherever possible or can provide contact details of local bus transfer companies and recommend local transport operators who could provide a shuttle service.

### **CLEANING AND BREAKAGES**

All breakages will be charged at replacement cost. Excess cleaning will be charged at an hourly rate- including picking up cigarette butts, bottles and plastics discarded in the gardens and ponds.

Designated smoking areas can be set up for your guests with ashtrays. Bins are provided for recycling and waste. Decorations must be removed at the close of your function.

### **CHILDREN**

Children must be supervised at all times. Under no circumstances are children permitted to walk over the garden beds, climb trees or play near water gardens (please do not allow your children to float things in the water streams). We have many water features and share this space with a variety of native wildlife, both of which present real hazards.

If children are in attendance at your function you might consider bringing some child friendly games and activities and or arranging a child minding service. Please notify our management the person who has been designated to supervise children. If parents or guardians disregard these requirements they will be asked to vacate the premises.

**Host Signature** \_\_\_\_\_

**Date** \_\_\_\_\_