

## Terms and Conditions

Bookings for over 30pax

### Minimum spends and booking fees

#### - Platform Bar

No room hire fee.

A minimum spend of \$2000 is required to book our upstairs Platform Bar.

#### - Main Bar

Non exclusive area.

Minimum spends will be required and will depend on the size/time/date of your event.

### Tentative Bookings

Event bookings will be considered tentative until confirmation and deposit payment has been received.

Tentative bookings will be held for a period of 48 hours, unless otherwise

agreed to by management, after which the area will be made available to other guests.

### Deposits and Payment

The client is required to make a non-refundable deposit payment of 50% of the event spend to secure their event reservation.

All deposits can be paid via direct deposit, over the phone, or in person;

Cash, Eftpos, Visa and Mastercard are accepted methods of payment.

By making the deposit payment you acknowledge you are confirming your booking at Casey Jones.

### Cancellation

In confirming the booking and making the deposit payment the client acknowledges and accepts the terms of our cancellation policy:

- In the case of the client cancelling their confirmed event more than one month prior to the event date, 100% of the deposit payment will be refunded.
- In the case of the client cancelling their event within two weeks of the event date 50% of the deposit will be forfeit.
- In the case of the client cancelling their event within seven (7) days of the event date the full deposit will be forfeit and any losses Casey Jones incurs (i.e. from food spoilage of already ordered products) will be charged to the credit card on file.

### Behaviour

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

To ensure compliance with its Responsible Service of Alcohol obligations, Casey Jones reserves the right to refuse service or eject any person suspected of being intoxicated, or displaying unruly behaviour. Refunds will not be issued to event guests if entry is refused.

All guests 18 years or older must hold a valid form of identification.

All guests under the age of 18 must be under the supervision of a parent or legal guardian at all times.

### Decorations and room set up.

All requirements will be subject to pre approval by Casey Jones.

Guests may add decorations for their event.

These decorations must be provided by the guest.

Set up time will be allocated between bookings.

Balloons must be tied down or weighted.

No glitter

No confetti balloons or confetti.

No sticky tape or blue tack on painted surfaces.

**Cakeage**

Cakeage is charged at \$2 Per Person. Plates, napkins, cutlery and a knife for you to cut the cake will be provided. If you wish a chef to cut and serve your cake a service fee of \$5 per head will be charged. Casey Jones and all staff do not take any responsibility for damage or loss of cakes held/left at the venue.

**Surcharges**

Surcharges may apply for bookings made on a Public Holiday of 10%. Surcharges will be advised and added to all event quotes where applicable.

**Guest Property**

Guests must have management's consent before any third party goods, equipment, food or beverage options are brought into the venue.

All property is to be removed at the conclusion of your event.

Casey Jones accepts no responsibility for the loss or damage to any equipment or property left on the premises prior to, during, or after the function.

**Damages**

You agree to indemnify Casey Jones for all loss, harm, cost or expense resulting from damage to any property belonging to Casey Jones or injury to any Casey Jones staff during the function, caused by any guests or other persons attending the function.

The client is financially responsible for any damages to the venues' property, equipment including, but not limited to, any equipment hired and allocated to your event. Damages will be charged to the credit card provided.

No glitter, body paint, confetti, silly string, etc is allowed. Any decorations which require more than the usual amount of cleaning (ie. Professional cleaning, glitter clean up, etc) will incur a cleaning fee charged to the credit card provided.

**18<sup>th</sup> Birthdays**

**Unfortunately due to licensing requirements we are unable to hold 18<sup>th</sup> Birthday parties at Casey Jones.**

All other Birthdays for Underage guests are subject to individual consideration by management and will be subject to the specific requirement of ACT Liquor licensing.

"Any person under the age of 18 must be accompanied by their parent or legal guardian at all times."

**Final Numbers**

For catering purposes, final numbers for your event are required at a minimum of 7 days prior to your function, though number changes may not be possible after confirmation of your booking due to various limitations and will be at the discretion of management.

**Final Payment**

Final payment must be received prior to the function or on the day of the event.

A valid credit card will be held on the night as payment security.

**AV Equipment**

In our Platform Bar we have 2 TVs available with HDMI connection.

Independent audio can also be played in the Platform Bar.

A microphone is also available.

If you wish to use these facilities please advise staff at the time of booking.

All AV requirements must be tested before your event date to ensure compatibility and equipment availability.

**OH&S**

Casey Jones reserves the right to adjust any customer request or room set-up to ensure fire, noise, licensing and other safety codes are met.