



# TERMS & CONDITIONS

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*By booking at the Park, you consent to adhere to the following terms and conditions. Function Terms & Conditions, please review these terms and conditions prior to signing and confirming your booking. As organiser, it is your responsibility to pass on all appropriate information to your guests.*

**PAYMENT:** A non-refundable deposit of 20% is required to confirm your booking. Your booking will ONLY be secured when deposit and T&C's have been signed and returned.

**CANCELLATION:** Cancelled functions forfeit 100% of the deposit - Functions cancelled within 28 days of the original date result in the option to transfer to an alternate date within 6 months of the original booking.  
- Cancellations within 14 days result in the minimum spend being charged to your nominated credit card. **Credit card details must be provided upon booking the function as a hold.**

**FOOD ORDERS AND EVENT PAYMENT:** Final food payment is required 3 WEEKS PRIOR TO YOUR EVENT. Any remaining balances including bar tabs must be paid at the completion of your event on the night by **credit card or cash only**. Please ensure to bring a physical credit card and ID to allow our team to open a bar tab on day/night of your event.

**SPECIAL REQUIREMENTS:** Your Function Co-Ordinator must be made aware of any special requirements: dietary, disability or otherwise, that will need to be catered to, prior to signing this contract.

**EXTERNAL CATERING /CAKE:** The Park DOES NOT permit the addition of any other outsourced food items except for a celebration cake or pre-packaged candy bar to be consumed during your event. The Park has an obligation to dispose of any food at the completion of the event, your celebration cake can be held for a maximum of 48 hrs upon request. Complimentary cake cutting is available before 9pm. Please note that our tea & coffee machine turns off at 10:00pm.

**EVENT TIMING:** All event durations are 5 hours with extensions available with prior arrangement and additional fees. Access to each function room is available 1 hour prior to event commencement, additional time may be approved 7 days prior to the event. All guests are to be vacated by the said finish time with the bar to close 15 minutes prior to conclusion. Events are from 12pm - 5pm or 7pm - 12am unless otherwise specified.

**DECORATIONS AND ROOM SET UP:** All decorations and deliveries **MUST BE APPROVED** by your Function Co-Ordinator at least 14 DAYS PRIOR TO YOUR EVENT, this includes floor plans, furniture required, decoration set up times & external deliveries. Please note **NO VARIATIONS** will be catered for on the day / evening of your event and **the following items are strictly prohibited:** Cellophane sticky tape on any surface, non-removable hooks, drilling of holes in any surface, wax candles to be lit or rice, party poppers etc. **No loose confetti, confetti in balloons or glitter is to be used in decorating your space (a \$500 cleaning fee will apply)**. Please note: Park event staff do not arrive until 30 minutes prior to your event to finalise the room set up and all decorations will be disposed of at the completion of the event.

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**DAMAGES AND ADDITIONAL CLEANING:** The Park is not responsible for protection of your guest's property, if any Park property is damaged as a direct result of your event, you will be charged for repairs, this also applies to any additional excessive cleaning costs directly related to your event.

**SECURITY:** The Park reserves the right to manage all patrons entering our venue and all guests must adhere to SMART CASUAL DRESS CODE as identified in our CONDITIONS OF ENTRY POLICY (a copy is located on our website or upon request). Security will not permit uninvited patrons to enter your event and BANNED PATRONS will not be permitted into the venue, any queries must be made in advance with Management and Security to avoid confusion and embarrassment. All decisions made by Management are final. Additional security may be required for your event and you will be charged accordingly with payment required 14 days prior to the event.

**IDENTIFICATION SCANNING:** The Park is a licenced venue and ID SCANNING IS A CONDITION OF ENTRY and conducted for the safety and security of all patrons and employees at The Park. All patrons must be able to present appropriate ID upon entry to the Park, either an Australian driver's license, valid Victorian Learners Permit, proof of age card or a passport. Digital ID's are not accepted.

**MINORS:** The Park asks that all guests attending your event under the age of 18 years of age be accompanied by a Parent or Legal Guardian as specified by law. MINORS WILL NEED TO BE IDENTIFIED upon arrival to Management and Security with a wrist band allocated to each minor and the Parent or Legal Guardian escorting the minor into the event space, Parents or Legal Guardians may be ID scanned upon entry to the venue.

MINORS MUST REMAIN WITHIN THE EVENT SPACE AND MUST NOT CONSUME ALCOHOL OR ATTEMPT TO REMOVE THEIR ALLOCATED WRISTBAND.

Minors are not permitted in the main area of the Park unaccompanied and accompanied minors in the main area of the Park are only permitted until 10 pm. Any breaches will result in a minor being asked to leave the venue including anyone who is attempting to provide alcohol to the minor.

**MUSIC/ENTERTAINMENT/AUDIO VISUAL EQUIPMENT:** All Artists and Entertainers hired for your event MUST supply their own equipment including speakers and must adhere to any directions provide by our staff on the night , all equipment must be removed at the completion of your event. The Parks audio visual equipment is available (televisions, projectors, microphones), however must be tested for compatibility at least 48 hours prior to your event

**PHOTOGRAPHY:** Are you happy for any photos taken on the day to be posted on our social media channels ?

☐ Yes

☐ No

PAYMENT DETAILS - CREDIT CARD HOLD :

DATE OF AGREEMENT:

PLEASE SIGN HERE:

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