

Terms & Conditions

Venue Hire

Café Birkenhead is exclusively available 7 nights a week from 7.00 PM. Evening functions are based on a duration of 5 hours unless otherwise stated. A surcharge of \$500 per hour applies if the venue is required earlier than these given times.

Capacity

Café Birkenhead can accommodate up to 170 people for a sit down function, with a dancefloor and up to 220 people for a stand up cocktail function.

Booking Deposit

Your function can be tentatively booked and held for one week, a deposit is needed to secure any booking of the below charges :

- . Evening event : \$1000 Breakfast / Lunch event : \$500
- . The agreed package price will not change unless agreed with the Function Coordinator or with the exception of unforeseen government costs ie taxes.
- . This deposit is not refundable if you cancel within three months prior the event.

Final number and Payment

Final guests number is required 9 working days prior to your function date. This will be the minimum charged on your final invoice and can be increased but not decreased. Final payment can be made via cash, cheque or credit card. Full Payment must be received by Café Birkenhead at least 72 hours prior to your function date. All prices are inclusive GST, venue hire, staff, catering and linen.

Other meals

Meals for additional staff such as photographers can be provided for \$35 per person.

Licensing Laws

Café Birkenhead is required by law to abide by all licensing laws and all staff have attained the Responsible Service of Alcohol Certificate. We will not serve intoxicated guests or those under the age of 18. Proof of age may be required. Café Birkenhead's licence extends until 11.30 PM Monday to Sunday. Non alcoholic drinks are permitted outside the front of the cafe at any time. A security guard is provided for the safety of all guests for the duration of the evening.

Noise

Café Birkenhead is located in a residential area. We ask that guests leave quietly via the ramp to Roseby Street at the conclusion of the function. Due to restricted noise levels, live entertainment is subject to the discretion of the function coordinator.

Smoking

Due to Government legislation, there is a no smoking policy indoors at Cafe Birke head. Guests are more than welcome to smoke outside.

Property

Clients are financially liable by any damages sustained to any property in CafeBirke head and Birkenhead Point Shopping Centre by theirs guests or contractors. Management accepts no responsibility for goods that are stolen, lost, damaged whilst being stored on the property.

Public Holiday Surcharge

An additional 10% Surcharge applies to the final invoice if your function is held on a public holiday.

.....

DAY _____ DATE ____/____/_____
START TIME _____ AM / PM of EVENT

AGREED MINIMUM NUMBERS OF ADULTS FOR EVENT

I (Print Name) _____

of (address) _____

Hereby Agree to the Above Terms and Conditions and Agree to adhere all to that has been stated.

Signature : _____ Signed Date : _____

CONTACT DETAILS 1. _____

2. _____

1. EMAIL _____ PHONE _____

2. EMAIL _____ PHONE _____