



Terms & Conditions

Our aim is to make your function at Finders Keepers a complete success therefore the following terms and conditions apply:

Tentative Bookings

We are pleased to hold a preferred function date for 7 days until a final decision to proceed with the booking has been made. We reserve the right to release any tentative bookings after a 7 day period and will make reasonable attempts to contact clients prior to releasing dates. Bookings are only considered secure once a deposit is paid.

Deposit & Confirmation of Booking

A minimum deposit of \$500.00 is payable to secure your booking together with the signed Booking form stating you have read and accept our Terms and Conditions.

Minimum Spend

Finders Keepers requires a minimum spend in the absence of a venue hire charge. Should your spend on the evening fall below this amount, the balance is payable as a room charge. A credit card number will be taken in a cash bar situation to charge any shortcomings of the minimum spend on the evening. The minimum spend is \$2500 for Friday & Saturday nights, all other nights \$1500.00.

Venue Hire

Hire includes exclusive use of the venue. Set up arrangement will be determined by style of function & guest numbers.

Capacity of Venue

Sit down arrangements are available for 45 people. Cocktail function is available for up to 100 guests.

Menu Selection

We would be pleased to assist you with your menu selection from the food and beverage menus provided. To ensure your needs are met, we require all wine and menu selections and final guest numbers 7 days prior to your function date.

Final Guest Numbers

Final guest numbers are required at least 7 days prior to your function. The final number will form the basis for final charging.

Payment

Unless alternative arrangement is made with the Manager, all functions require full payment of the minimum spend 7 days prior to the event. This amount is non-refundable in the event of cancellation within 7 days. Any outstanding balance is payable on the night. Credit cards accepted include EFTPOS, Visa, Bankcard & Mastercard.

**Drinks Charged on Consumption**

Drinks are charged on consumption. The bar is available with the option of a cash bar for guests to purchase or charged to one tab and processed at the end of the event.

Loss of Property / Damage

Finders Keepers will not accept any responsibility for any damage, loss or theft of personal property on the premises prior, during or after the function. This responsibility rests solely with the client. The client will be held financially responsible for any loss sustained to the function venue including damage to the premises, fittings and equipment. No banners, signs or posters may be attached to the walls, ceilings or windows without prior arrangement with the Function Manager.

No confetti, streamers or glitter may be used on the premises.

Food & Beverages

Finders Keepers will not permit BYO food or beverages for consumption during the event. Finders Keepers has a range of celebration cakes to choose from. The selling of liquor will cease at 1.00am.

Parking

There is ample public parking available.

Music / Entertainment

Please feel free to supply your favourite music for your function. We have available the option of Ipod to connect to our sound system – please advise your requirements.

Decorations and Themes

You may wish to create your own themed function area which our events manager can assist you with. Items such as flowers, balloons and table centrepieces are most welcome. No confetti, streamers or glitter allowed. Please note that you will need to contact us to arrange access. Please ensure that the name of the function is clearly labelled on any boxes or deliveries.

Price Changes

Prices of food and beverages can change. If a function is booked well in advance then we strongly recommend inquiring about any changes that may have occurred. Finders Keepers reserves the right to make seasonal changes to menus and pricing without notice.

Function Times

Finders Keepers is licensed until 1am. We request that guests quietly vacate the venue at this time.

Security

Depending on the function and number of guests there may be an additional charge for security which is outsourced from a reputable local company. This charge is payable by the client, costs and requirements can be discussed with the Functions Manager.

Function Booking Agreement & Confirmation

Please complete the following to secure your booking for the use of facilities at Finders Keepers, which is subject to the Terms & Conditions above. This form must be signed and returned to Green Olive Warehouse with your deposit.

Client Details

Booking Name: _____

Contact Person: _____

Address: _____

Phone: (w) (m) (h) _____

Email _____

Please tick preferred method of communication

Function Details

Date: _____ Start Time: _____ Finish Time: _____

Occasion: _____ Number of Guests: _____

Menu: Finger Food Buffet Set Menu

Beverage Service: Bar with tab Cash Bar Table Service

Deposit Amount of \$_____ (minimum of \$500 required) is for the above named function, and the balance is to be paid on confirmation of guests numbers attending, or no less than 7 working days prior.

Method of Payment: Cash EFTPOS Credit card Cheque Date paid: ___/___/___

Minimum spend of \$2500 for Friday & Saturday nights, all other nights \$1500.00.

I acknowledge that I have read and agree to the Terms and Conditions as set out in the information package above.

Customers Name _____ Signature: _____ Date: ___/___/___

Credit Card Details

I, the named Client above agree to my credit card details to be held and used in the case of outstanding amounts incurred on the day

Card No: _____ Expiry Date: ___/___ CCV_____

Type: Visa MasterCard Bankcard Amex

Cardholders Name: _____ Signature: _____