Function terms & conditions

Payment
A deposit of $300 is required to confirm the booking. This entitles you to the sole use of the premises after 5pm unless other arrangements have been made with management and includes venue preparation. Final numbers of guests are to be confirmed 2 weeks prior to the confirmed date and the food portion of your event paid in full. If numbers decrease before the event date this amount is not refundable, nor is it transferable to the payment of beverages. If numbers increase the extra meals are to be paid for on the night. Beverages can be paid for on the night of your event. If the person paying for the beverages leaves before the bill is finalised the amount owing at the time of their departure is to be paid for with any extra drinks to be paid for the following day. We accept payment by credit card, cash, cheque and direct debit.

Cancellation
In the event that a confirmed booking is cancelled prior to a month before your function you will forfeit your deposit. For cancellations after this time a $1000 cancellation fee will be charged.

Food
Our menu is seasonal, choices need to be discussed & decided prior to your event. We will accept delivery of, store, arrange, do simple decorations (if supplied) and display your cake. If required we will remove your cake to the kitchen after the cake cutting ceremony, portion and serve it to your guests for a cost of $3 per head. You may portion and serve it yourselves for no extra cost. Any accompaniments are to be supplied, or you may choose to pay $3 per person for us to garnish each serve of cake with coulis or cream.

Liquor License
It is a condition of our license that no alcohol is served after 12.00 midnight. Responsible service of alcohol as stated in the Liquor License Act 1997 will be adhered to at all times. No alcohol will be served to minors. Management reserves the right to refuse service or remove from the premises customers who are under the influence and, in our judgement, pose a threat either to themselves or others. Due to licensing laws, no alcohol beverages (other than BYO wine) are allowed to be bought onto the premises. Corkage is $12 a bottle.

Inclusions
The following are included in your price per person payment. We will print your menu and wine/beer selections. We will set our tables with our a la carte dinner service settings, white linen table cloths, cutlery for each course, wine and water glasses, church candles in glass candle holders, linen napkins, menus, salt and pepper shakers and water bottles. We are happy to set place cards, table runners, flowers and other table decorations if they are provided on the day prior to your event.

Opening Hours
Public hours at Red Poles restaurant are 5 days from 9am until 5pm. Annual closure days are Good Friday and Christmas Day. The evening function can start no earlier than 5pm. If an earlier ceremony is required for an evening then arrangements can be discussed with the management.

Music/ Av

When the venue is being used exclusively, live music is permitted. You must supply your own PA system. Management of Red Poles reserve the right to change the volume at all times. You must ask one of your guests to stop/start/change music for you as our staff may not be available at the precise moment you require music changed. For all other functions, Red Poles will control the music to ensure it is suitable for all diners. As Red Poles features live music every Sunday we can recommend bands appropriate for your function.

Confetti

Confetti, rice or similar, are not permitted, fresh rose petals are acceptable.

Liability and Damage

Clients are financially responsible for any damage to the property and/or equipment caused by guests during the function. A cleaning fee of $300 will be incurred if any part of the property is left in an inappropriate manner. Nothing is to be screwed, stapled or otherwise adhered to any surface. Red Poles will not be responsible in any way for prepared food bought on the premises. All necessary care will be taken, but Red Poles does not accept responsibility for any loss or damage of goods, or articles prior to, during or after the event.

Pricing

Prices are current as at February 2017 and maybe altered from time to time as market prices dictate. All prices include GST.

Acknowledgment

I acknowledge having read and understood the above information and will comply with all aspects of such conditions.

Full Name _____Email Address_____

Contact Number_____Mobile_____

Signature_____Date 'The Fine Print' Signed_____

Evening or Day Time Event_____Date of Event_____

CREDIT CARD DETAILS

Type of card VISA / MASTER CARD / AMEX / DINERS

Name on card _____

Card Number _ _ _ _/_ _ _ _/_ _ _ _/_ _ _ _ Expiry Date _ _/_ _