TERMS & CONDITIONS

TENTATIVE BOOKINGS

A tentative booking will be held for a period of seven (7) days only. If another enquiry is made for the tentative booking date within the 7 days, we will endeavour to call you and offer you first choice.

CONFIRMATION/DEPOSIT

A deposit of $500 for The Cellar & Banquet Room & $1000 for Panorama & Tabletop Rooms is required within fourteen (14) days of confirmation to secure your booking. Cheques to be made payable to "Picnic Point", this amount will be credited to a master in your name on receipt of the deposit your event will be confirmed. All catering details must be confirmed seven (7) days prior to the function.

CANCELLATION OF FUNCTIONS

Events booked Monday to Thursday & bookings in The Cellar/Yam Room: Where notification is provided in writing two (2) months prior to the date of the function, a full refund of the booking deposit will be made. Cancellations made less than this time will forfeit all rights to any refund.

Events booked in the Function Centre Friday – Sunday: Deposit is non-refundable. At the discretion of Picnic Point Management a deposit may be refunded if we are able to re-book the room on the date of your cancelled event.

A GUARANTEED FINAL NUMBER

A guaranteed final number of guests attending the function is required five (5) working days prior to the commencement of the function. This is the minimum number of guests for which you will be charged whether or not they attend the function.

LOSS, DAMAGE & RISK

Loss or damage to the property, carpet, fixtures or fittings caused by the client, guests, agent or contractors before, during or after the function, will be the financial responsibility of the organiser, and an appropriate charge will apply. We do not permit anything to be attached to our walls without written consent.

ENTERTAINMENT/SPEAKERS

Management reserves the right to control the quality, style and volume of entertainment booked. Volume must not exceed 80 decibels and will be monitored. DJs & Jukeboxes are welcome however we ask that you seek written permission from our Functions Manager should you wish to book a band as the noise level may impact on other bookings within the venue and therefore permission must be sought.

EXHIBITIONS/DISPLAYS

To maintain the high standard and condition of our rooms for future exhibitors and displays, no items are to be attached pinned or glued to the wall surfaces in any pre-function or function rooms without our prior approval. If damage to our property occurs resulting directly from displays or deliveries, a repair or replacement fee will be charged. General linen usage is included in your room hire fee, however if extra tables are required for display then a $5.00 fee per cloth will apply.

INSURANCE

Management will take all responsible care to protect the property of its guests but accepts no responsibility for the loss, damage of theft of merchandise or other property in the premises, prior to, during or after the function. We recommend organisers take out their own liability insurance. Our document regarding evacuation procedures in case of emergency is available as a PDF on our website.

MENU VARIATION/PRICE VARATIONS

Whilst every possible effort is taken to maintain menus and prices, these are subject to change at Management's discretion up to one month (1) month prior to function. A 15% surcharge will apply to food and beverages on any function conducted on a gazetted Public Holiday.

EXTRA TIME& OTHER FEES

To extend your function an hourly beverage package rate of $8.50 per person applies. Picnic Point Function Centre is licensed to midnight. Our function bar closes at 11.30pm for a strict midnight exit. Should you wish to keep the bar open until midnight a fee of $350.00 applies to cover staff penalties after midnight. There is a fee of $25.00 per hour if air conditioning is required prior to half an hour before advised start time of function.

DELIVERIES

Delivery of your equipment to Picnic Point Function Centre must be made on day of function unless otherwise arranged. Pack down and removal of your equipment must be made on the day of your function, or a labour surcharge may apply.

ROOM CHANGES

Management reserves the right to change a function room where it deems necessary. However every effort will be made to choose an alternative function room comparable to that originally chosen and to notify the organiser as soon as possible.

ALCOHOL/FOOD

Unless otherwise agreed upon by Management, no food nor alcohol products are permitted to be brought into the function rooms. Picnic Point Toowoomba supports Patron Care & serves alcohol in line with our house policy. A copy of our House policy is available for viewing on our website. It is illegal to serve alcohol to (1) Intoxicated Patrons (2) Disorderly Patrons or (3) Patrons under 18 years of age.

CONDUCT OF GUESTS

Management reserves the right to remove any guest from the premise should we believe they are behaving in an unreasonable /unbecoming manner.

ACCOUNTS

Our policy requires full payment of all function charges at the conclusion of the function. Account facilities may be arranged however, these are subject to approval of a Credit Application. If payment of the account is not paid within seven (7) days late payment penalties apply as per your invoice. Please note we charge 3% to American Express & Diners payments. A credit card authority form is available on our website.

MEALS FOR ENTERTAINERS

Meals for DJ's, bands and photographers are charged @ $40.00 each and consist of a main meal and soft drinks. This meal is served after your guests have been served their meals. Beverages for auxiliary staff, unless otherwise advised, will be added to your account.

CLEANING

Whilst normal cleaning is included in the room hire, should additional cleaning be required an appropriate fee will be charged. No confetti or glitter is permitted on the grounds or within the facilities.

FUNCTION AGREEMENT

Management will take all reasonable steps to ensure the conditions of this Agreement are observed, however, the complex will not be responsible if it is unable to carry out the terms of this Agreement due to circumstances beyond our control, i.e. Industrial action, Government intervention etc. A signed
copy of this agreement is required on confirmation of booking.

On behalf of all parties the undersigned agrees to all terms and conditions contained within this document.

Date of Function: _____ Room Booked: _____

Name: _____ Signature: _____ Date: / /