

### 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 Toowoomba". This amount will be credited to a master account 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. In the event of a function cancelling, the following terms are applicable;

#### 1. All cancellations must be made in writing

2. *Events booked Monday to Thursday & bookings in The Cellar/Yam Room:* Where notification is provided in writing one month 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.
3. *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 for the date of your cancelled event.
4. *For cancellation within 30 days of the proposed event date* the cancellation fee will be 50% of the estimated value of your total bill.
5. *For cancellation within 7 days of the proposed event date* the cancellation fee will be 100% of the estimated full value of your event. Please consider insurance. **Please contact us if you have any questions.**

### 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.

### REDUCTION IN NUMBERS

Any decrease in catering numbers in excess of 20% less than 60 days prior to your event will incur a 50% charge of the per head food price.

### 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 or 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 VARIATIONS

Whilst every possible effort is taken to maintain menus and prices, these are subject to change at Management's discretion up to one (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

Picnic Point Function Centre is licensed to midnight. Our function bar closes at 11.30pm for a strict midnight exit. If the premises are not vacated by midnight a \$600 surcharge will be added to your account. 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/SET UP

Delivery/set-up of your equipment to Picnic Point Function Centre must be made on the day of your function during the hours of 8.30am – 4.00pm. After hours deliveries/set-ups will incur a surcharge. Pack down and removal of your equipment must be made on the day of your function or a labour surcharge will 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. In the event of downsizing your room, full room hire for your initial room booking will apply.

## 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.

## INTERNET

Please visit our website for terms and conditions & further information on Wireless Internet Access Picnic Point.

## PHOTOS & TESTIMONIALS

Are available on our website [www.picnic-point.com.au](http://www.picnic-point.com.au)

## FIRE SAFETY

Fire evacuation diagrams and procedures are posted in each function room & on our website.

## 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.**

Day & Date of Function: \_\_\_\_\_ Room Booked: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: / /

*Please fill out following details (required).*

Estimated number of guests: \_\_\_\_\_

### TYPE OF FUNCTION:

- Breakfast       Lunch       Dinner       Seminar / Conference / Workshop       Cocktail Party  
 Other: *Please specify* \_\_\_\_\_

### CATERING REQUIRED:

#### *Day Seminars etc*

- Arrival Tea & Coffee       Morning Tea       Lunch       Afternoon Tea

#### *Cocktail Event*

- 2 Hour event       3 Hour event       4 Hour event

#### *Lunch or Dinner*

- 2 Courses Entree & Main       2 Courses Main & Dessert       3 Courses Entree, Main & Dessert  
 Pre-dinner Canapes

### BEVERAGES REQUIRED:

- Premium Beverage Package –       3 hours       4 hours       5 hours  
 Standard Beverage Package –       3 hours       4 hours       5 hours  
 Soft Drink Package –       3 hours       4 hours       5 hours  
 Tab: Pls specify value \$ \_\_\_\_\_

### How did you hear about Picnic Point Toowoomba?

- Radio    TV    Google    Yellow Pages    Sensis On-line    Word of mouth    Other: Pls specify \_\_\_\_\_