

CAROLINE BAY

BRASSERIE & FUNCTIONS

TERMS & CONDITIONS

Caroline Bay Brasserie, Café and Function Centre
Owned and operated by Schindlers Catering Service Pty Ltd.

Booking confirmation in writing is required within 14 days of making a booking. Otherwise we reserve the right to cancel the booking. A **Deposit** of 10% of the total account or \$300, whichever is greater, is required with your booking confirmation to confirm your event. Weddings require a minimum \$600 deposit (which is held as bond until after the event).

Cancellations – Provided 12 months notice is given, and the venue is rebooked, all deposits are refunded in full. If between 12 to 6 months notice is given a cancellation fee will apply, with the amount to be determined by Schindlers Catering Service P/L at the time of cancellation. If less than 6 months notice is given, the deposit will be forfeited in full.

Menu Selection & Quoted Prices – Menu selections are to be confirmed one month prior to the event. All quoted prices are based on current costs and are subject to change. We will endeavour to maintain quoted prices wherever possible, but reserve the right to vary them, without notification if required. All quoted prices are inclusive of GST.

Beverages – Dry Till or Consumption Tabs require pre payment and a signed credit card imprint will be taken against any further charges incurred at the event.

Responsible Service of Alcohol - Caroline Bay upholds the principles of Responsible Service of Alcohol and in accordance with the Liquor License, reserves the right to refuse service to persons suspected of being under the age of eighteen years and to any person or person who show signs of intoxication.

Prohibition on Food & Beverage – Food or Beverages may not be brought into, or removed from the venue including Edogawa Gardens without the prior consent of the Management of Caroline Bay.

Venue – Caroline Bay reserves the right to relocate function space if deemed necessary.

Public Facility – During the hours of 9.30am to 4.30pm Edogawa Gardens is considered a public facility and as such cannot be privately reserved. Bookings taken in the garden between 9.30am to 4.30pm are aware that the gardens remain open to the public during these hours.

Public Holidays – A menu surcharge of 10% will apply.

Guaranteed Minimum Numbers are required 3 working days prior to the function except weddings we require 14 days prior (minimum 60 adult guests for Saturday evening weddings during September through to May with a sit down 3 course dinner). Schindler's Catering Services reserve the right to charge for meals and beverages booked in accordance with the number guaranteed if less are served. Greater numbers than guaranteed will be additionally charged.

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Final Payment for Weddings is required 14 days before the event. For all other events, final payment is required no later than the time of guaranteed Minimum Numbers. All payments other than cash or cheque are at the discretion of the Operations Manager. (Credit Card transactions will incur additional charges)

Function Times – The client agrees to begin and conclude their function event at the time scheduled on their Function Sheet. Charges of \$200 per half hour, or part thereof, will apply to any time required either prior or after the times stated on the Function Sheet. Weddings include 5 hours of service only. Any extension of these times will be charged at \$200 per half hour.

Confetti, Rice, Party Poppers, and Fireworks- are not permitted anywhere in the Gallery or Gardens at any time. No table sparkles, sparklers, confetti or glitters are allowed in the Gardens, Brasserie or Function rooms at any time. Candles or naked flames must have the pre approval of the Operations Manager. Rose petals must not be thrown at ceremonies.

Noise Management – Guests are at all times to follow the direction of the management in relation to the noise and music level at functions and agree that they and their guests will leave the venue in an orderly and quiet manner without disturbing our neighbours.

Conduct – It is the client's responsibility to ensure that their guests behave in an orderly manner during their function. Caroline Bay reserves the right to remove any guests from the premises if they behave in an unreasonable, potentially dangerous or disruptive manner towards the well being of other guests or staff. Caroline Bay will not be responsible for injuries sustained by client dancing or other such activities.

Cleaning – General and normal cleaning is included in the cost of the event. Clients may include additional charges in circumstances where an event has created cleaning requirements, which are considered to be over and above normal cleaning.

Damages – Organisers are financially responsible for any damages or loss sustained to Caroline Bay Café, Brasserie & Functions Centre and the Gosford Regional Gallery and Japanese Gardens during the course of a function. The client is responsible for their guests, appointed agents, contractors or sub-contractors prior to, during and after the function. The client is to ensure that nothing is nailed, screwed, stapled, pinned or adhered to any wall, floor, door, ceiling, furnishings or other soft surfaces or part of the venue.

Insurance – Caroline Bay & Schindler's Catering Service will take all necessary care, however no responsibility is accepted for any loss or damage to equipment, merchandise or other property left on the premises prior to, during or after the function.

Responsibility – Should Caroline Bay prove unable to provide the facilities reserved due to circumstances beyond our control, no further claim other than the entitlement to a full refund of any deposits paid may be made. Caroline Bay will endeavour to provide the client with as much notice as is possible.