



WOODVALE TAVERN AND RECEPTION CENTRE TERMS & CONDITIONS

- No liquor to be supplied to minors. Both minor and supplier could be evicted from the venue and may receive a fine.
- No liquor to be supplied to patrons who have been identified as intoxicated.
- No abusive or disorderly conduct will be tolerated.
- Intoxicated patrons may be asked to leave premises.
- Management reserves the right to stop serving jugs, pints, shots, cocktails and bottles of wine if misuse or intoxication occurs.
- Guest will receive a "last call" invitation from the Bar staff at the end of the night. All guests will have to leave 15 minutes after closure of the bar. All alcohol must be finished by then, or will have to be confiscated by staff and security in order to avoid heavy liquor licensing fines.
- Only re-sealed bottles of left over wine may be removed from the premise.
- No left over food can be taken home in accordance with the Health Regulation Act.
- Appropriate shoes must be worn at all times as stipulated in the Health and Safety Act.
- No drinks are permitted on the dance floor.
- No alcohol, given as gifts or prizes, can be opened in the venue and needs to be stored behind the bar.
- No yard glasses, beer bongs or jelly shots allowed on the premises.
- Anyone found in possession of, or consuming, alcohol purchased outside of the function centre will be immediately evicted.
- All outstanding payments must be made before leaving.

PLEASE NOTE: Any damage to property including linen, carpets, fixtures and fittings will result in replacement of the property at the expense of the host. Credit card details must be left before commencement of any function. You will be notified within 72 hours of any damage or breakages, It may take up to a week to be notified about any damaged linen.

Room Reservations

The Woodvale Reception Centre reserves the right to switch bookings between rooms of comparable standards if necessary. However, every effort will be made to provide space as originally booked.

Room Hire

No date or booking is confirmed until full room hire has been paid and event confirmation form is fully completed and returned to the functions manager.

Minimum Numbers and Purchases

Minimum spend applies to all cocktail style functions.

Minimum guests numbers and spend applies for all formal functions.

Please refer to your personalized event confirmation form.

Please note; if both rooms are booked for a formal event, then a minimum of 90 guests must be paid for, if one room is booked minimum guests would be 50.

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Price Variation

The Woodvale Reception Centre reserves the right to increase quoted rates and prices, to reflect any CPI increase or cost of labour and commodities. Menu content, prices & minimum spends are subject to change without notice.

Any functions taking place on a Sunday will incur a 15% surcharge. Functions taking place on a Public Holiday will incur a 25% surcharge for room hire, set-ups, guards & Catering.

Final Details

It is the responsibility of the client to get in touch with the functions department no later than four weeks before the event to organise all final details. If we do not hear from you within 4 weeks of the event, we reserve the right to cancel the booking.

Final Payments

Final numbers and payment is required three weeks prior to the function date. Any addition to guest numbers for a formal function within the three weeks prior to any function must be paid for immediately. Any reduction in guest numbers within the three weeks prior to any function will not be refunded.

Please note that payments made by Amex will incur a 4% surcharge.

Cancellations

Any cancellations must be made in writing. Cancellation made at least 6 months prior to the function will have the deposit refunded, minus an administration fee of \$150. Any cancellations made after this time will forfeit the deposit. Functions cancelled less than four weeks prior will be required to pay for any foods, personnel or equipment ordered. Functions booked within six months of the event date are not eligible for any room hire refunds.

Music provision

We recommend that you hire a Juke Box, DJ or high quality speakers to play your music through. Our in house ceiling speakers were not installed with the purpose of playing party music from laptops and, as such, the quality is not sufficient for this use. Please note bands are not permitted if you have only hired one function room.

25th BIRTHDAYS AND UNDER

- Cocktail style functions with less than 100 guests. A minimum of 1 security guard must be hired for the duration of the event at cost to the host (\$55per hour), Functions with more than 100 guests please check with the functions manager to how many guards would be required
- All guards are required 30 mins after your function end time
- If agreed guests numbers go over or we need more guards for any reason you will be charged for these.
- We must be notified of the number of minors attending your event
- Each minor must be accompanied by their legal parent or guardian
- Any guest not attending with a guardian (therefore claiming to be over 18) must bring a valid form of identification
- All guests over 18 will be provided with a wristband, this wristband has to be worn at all times. If this wristband has been damaged or removed it will be invalid and it will be thrown away.
- Any wrist banded guests seen giving an alcohol drink to someone without a wristband will be asked to leave without warnings.
- Any person found drinking alcohol without ID will be immediately evicted from the premises, with no warnings

We reserve to right to close down any event in the case of inappropriate behaviour of guests.