

TERMS AND CONDITIONS 2017

Clients and The Verandah Liaison

It is the responsibility of the client to confirm all necessary details within the required timeframes. A nominated person must be responsible to liaise with the food and beverage manager on the day of the event.

Pricing

The Verandah endeavours to set event pricing for a calendar year. All prices are subject to change without notice.

License hours

The Verandah is licensed to 12.00 midnight. Guests are expected to depart the premise by 12.30am. The Verandah adheres to all liquor licensing standards and requirements under our Host Responsibility Policy.

Booking Procedure

If a tentative booking is made it must be secured via non-refundable 25% deposit payment or order number by the notified due date. It will be automatically released if not secured within this time.

Deposit

The non-refundable 25% deposit is based on the venue hire and minimum catering number of applicable guests. Note: Deposit payments via credit card (Visa, Mastercard and American Express) incur an additional charge of 2.0%.

Account Terms

Bookings are accepted on a one account basis for meals. Beverage accounts are arranged during the planning process.

Payment Terms

Final accounts should be paid on departure. If an account is sent after departure, payment is due within 7 days of the event being held. Note: Account payments via credit card (Visa, Mastercard and American Express) incur an additional charge of 2.0%.

Late Payments

Late payments may incur late payment and administration fees of 5% of the balance owing.

Confirmation of Details

Minimum numbers and all details must be confirmed 10 working days before the event. Numbers stated at this time will be the minimum number charged for.

Entertainment

Contracted entertainment booked by the client is required to directly liaise with the event planner regarding set up times and layout. The Verandah reserves the right to control noise levels.

Cancellation

Deposit is non-refundable.

Cancellation within 3 months – a further 25% of arrangements made to date, based on venue hire and catering options.

Cancellation within 10 days – a further 50% of arrangements made to date, based on venue hire and catering options.

All cancellations are to be received in writing.

Special Offers/Rebates

Only one special offer/rebate can be used for any one single event.

Public holidays

Any event held on a Public Holiday a 15% surcharge will apply to the total account.

Miscellaneous Charges

The client will be charged for any additional costs relating to misuse, loss or damage to equipment, breakages or additional cleaning, staffing or hire hours relating to the event.
