

# Terms and Conditions

All menu items & prices are subject to change without notice. To secure the date, a \$200 deposit is required which is redeemable at the conclusion of your event on any food and beverage purchased subject to the compliance to the terms. Payment of the deposit is confirmation that you agree to the terms and conditions of the events. We will get in touch a few weeks prior to confirm catering and all the finer details.

## 1. Bookings

Tentative bookings will be held for a period of seven days. After this time, a deposit is required to secure the booking. If these details are not fulfilled, the reservation will be automatically released. Some booking may be required to meet a minimum spend to reserve the space. Full payment is required at the conclusion of the event. Minimum spend is subject to the Management's discretion.

## 2. Deposit

A deposit of \$200.00 is required to be paid by the client to secure the booking. This is redeemable on food and beverage purchased on the night subject to the agreed terms of the event. Any damages or change to numbers after confirmation may be subject to retention of the deposit. By paying the deposit you agree to the terms and conditions listed within this document.

## 3. Function Details

Requirements for menus, guest arrival, decorations and final guest number are required 3 weeks prior to the event date.

## 4. Final Attendance Confirmation

Final confirmation of attendance, beverage selection, food order and room set up is required 3 weeks prior to the event. Should there be a reduction in numbers of attendees after the final confirmation, no refunds or reduction in price is available.

## 5. Prices

Every endeavour will be made to maintain printed prices; however, prices are subject to change and Management's discretion due to circumstances beyond the venue's control.

## 6. Payment

Following receipt of the deposit, payment for food can be made prior to the event or at the conclusion of the event. Food order must be received at least 3 weeks prior to the event. An invoice with the balance will be sent and remittance must be sent [book@murphysgeelong.com.au](mailto:book@murphysgeelong.com.au) as confirmation. Payment for all food and beverage can be made prior to the event or at the conclusion of the event.

## 7. Loss & Damage

The Client will assume responsibility for any and all damages caused prior to, during and after the event by the way of the Clients guests or any other contractors hired by the client; whether in the room reserved or in any part of the venue. Eureka will not accept responsibility for the loss or damage to any equipment, merchandise or property left on the premises prior to, during or after the event.

## 8. Displays and Signage

All and any displays must be approved by Management prior to the installation of the decor. The function manager prior to the event must approve all signage and decorations and must be removed at the conclusion unless otherwise stated.

## 9. Cancellations

All cancellations must be received by the Function Manager in writing. If the venue receives written confirmation the following terms apply.

- More than 8 weeks notice prior to the booking date: Full refund is given to the client.
- Between 8 to 4 weeks notice of the booking date: 50% of the deposit will be forfeited. If the date is subsequently booked, the amount will be refunded to the client.
- Less than 4 weeks notice prior to the booking date: 100% of the deposit will be forfeited, If the date is subsequently booked, the forfeited amount will be refunded to the client.

Eureka reserves the right to cancel any function with at least six months prior notice. A full refund of all deposits will be given, however no monetary compensation will be issued. Management reserves the right to amend cancellation timeframes due to unforeseen circumstances at the management's discretion.

## 10. Provision of Food

Please note all catering must be provided for in-house accordance with Murphys' Food Safety Program. The ONLY item allowed in the venue is a celebration cake, which (if required to be refrigerated) will be temperature checked on arrival and MUST be below 5 degrees Celsius. Remaining food from functions is not permitted to be taken home as it is against Food Safety regulations.

## 11. Venue Regulations

We kindly remind all clients and guests that Murphys is fully licensed. BYO is not available. All liquor brought into the venue for gifts and/or prizes is required to be held by staff until the end of the Function.

Any liquor brought into the venue will be confiscated by Management and returned at Management's discretion. The Client is responsible for the behavioral conduct of their guests. Any breaches of the venues conduct may result in immediate cessation of function and possible forfeiture of function deposit.

## 12. Identification

All persons over the age of 18 years are required to carry, and produce on request, photographic identification deemed appropriate by Liquor Licensing Victoria. Any person not in the possession of legal identification may not be granted access to the venue. Minors are only permitted in the venue whilst accompanied and supervised by a responsible adult and must vacate the venue by 9pm.

## 13. Client Responsibility

Eureka does not permit the use of confetti, rice party poppers, sparklers or flower petals. Any use of said items will incur a cleaning fee. The use of smoke machines is strictly prohibited. The client is required to read all the terms and conditions listed in this article and ensure compliance of all guests. Management reserves the right to intervene where appropriate and exclude or eject any or all objectionable persons from the premises without liability.