



THE TRIBUTE

COFFEE + KITCHEN

PRICING & SERVICE OFFERING:

VENUE HIRE ONLY:

\$88/HR (INCL. GST) MIN OF 2 HOURS

PRESENTATIONS, COMMUNITY MEETINGS, TUTORING GROUPS | RESPONSIBLE PARTIES

INCLUSIONS: EXCLUSIVE USE OF A BEAUTIFUL SPACE, WATER STATION, VARIABLE LIGHTING, AUDIO SYSTEM, MICROPHONE IF REQUIRED, INDOOR/OUTDOOR SEATING OPTIONS (WEATHER DEPENDANT)

NOTE: UNSTAFFED VENUE || OWN CLEANING || NO ALCOHOL || VENUE HIRE ONLY || CUSTOM SEATING CONFIGURATION (THEATRE OR CAFÉ STYLE) || SHOP TO BE RESET TO ORIGINAL POSITION BY HIREE.

KITCHEN HIRE, CATERING AND STAFFING AVAILABLE ON REQUEST.
AVAILABLE 4PM-10PM

CATERED EVENTS:

MAX OF 4 HOUR EVENT ANYTIME FROM 4PM-10PM

COCKTAIL | \$30/PERSON (INCL. GST) FOR MINIMUM OF 30 PEOPLE AND MAXIMUM OF 100 (WEATHER DEPENDANT).

COCKTAIL MENU INCLUDES 2 ENTRÉE, 2 MAIN AND 2 DESSERT COCKTAILS. BYO AT NO COST.

- **OTHER INCLUSIONS:** EXCLUSIVE USE OF A BEAUTIFUL SPACE, WATER STATION, VARIABLE LIGHTING, AUDIO SYSTEM, MICROPHONE IF REQUIRED, INDOOR/OUTDOOR FLEXIBILITY (WEATHER DEPENDANT), WAITER, INCLUDES VENUE CLEANING.

2 COURSE DINNER | \$45/PERSON (INCL. GST) FOR 2 COURSES (ENTRÉE & MAIN + COFFEE OR MAIN & DESSERT + COFFEE).

4 COURSE SHARE PLATE-STYLE DINNER | \$45/PERSON (INCL. GST) FOR 4 COURSES (SHARED BETWEEN TWO PEOPLE) + COFFEE

3 COURSE DINNER | \$60/PERSON (INCL. GST) FOR 3 COURSES (ENTRÉE, MAIN & DESSERT + COFFEE).

NOTE: MINIMUM 30 PEOPLE || MEALS TO BE PRE-ORDERED || CAN CATER FOR SPECIAL DIETARY REQUIREMENTS || MAXIMUM 70 PEOPLE (INCLUDING OUTDOOR SEATING).

- **INCLUSIONS:** EXCLUSIVE USE OF A BEAUTIFUL SPACE, VARIABLE LIGHTING, AUDIO SYSTEM, MICROPHONE IF REQUIRED, INDOOR/OUTDOOR SEATING OPTIONS (WEATHER DEPENDANT), FULL WAIT SERVICE, INCLUDES VENUE CLEANING



THE TRIBUTE COFFEE AND KITCHEN FUNCTIONS AND EVENTS TERMS AND CONDITIONS

1. CONFIRMATION

CONFIRMATION OF BOOKINGS MUST BE MADE WITHIN 14 DAYS OF THE ORIGINAL RESERVATION. PAYMENT OF A DEPOSIT AND A SIGNED COPY OF THESE TERMS AND CONDITIONS MUST ACCOMPANY THIS CONFIRMATION. WE RESERVE THE RIGHT TO CANCEL THE BOOKING IF CONFIRMATION AND DEPOSIT IS NOT RECEIVED.

2. DEPOSIT

A 50% NON-REFUNDABLE DEPOSIT IS PAYABLE UPON CONFIRMATION OF THE EVENT.

3. FINAL NUMBERS

ANTICIPATED FINAL NUMBERS ARE REQUIRED UPON CONFIRMATION. FINAL NUMBERS ARE REQUIRED 3 WORKING DAYS PRIOR TO YOUR FUNCTION AND WILL REPRESENT THE MINIMUM NUMBER OF GUESTS FOR WHICH YOU WILL BE CHARGED.

4. MENU

- 4.1. THE MENU IS TO BE FINALISED AT LEAST 7 DAYS PRIOR TO FUNCTION. GIVEN SEASONAL VARIATION, THE MENU IS SUBJECT TO CHANGE WITHOUT NOTICE.
- 4.2. NO FOOD OR BEVERAGE IS PERMITTED TO BE BROUGHT INTO THE VENUE FOR CONSUMPTION AT THE VENUE BY YOU OR ANY PERSONS ATTENDING THE FUNCTION WITHOUT PRIOR WRITTEN APPROVAL OF MANAGEMENT.

5. PRICE

PRICING IS SUBJECT TO SEASONAL VARIATION. PRICES WILL BE CONFIRMED IN WRITING ALONG WITH FINAL FUNCTION DETAILS.

6. PAYMENT

- 6.1. FULL PAYMENT IS REQUIRED AT LEAST ONE DAY PRIOR TO THE FUNCTION AND SHOULD BE MADE BY CREDIT CARD OR CASH.
- 6.2. ANY ADDITIONAL CHARGES MUST BE SETTLED AT THE CONCLUSION OF THE FUNCTION IN CASH OR BY CREDIT CARD.

7. CANCELLATION BY CLIENT

CANCELLATIONS MADE PRIOR TO CONFIRMATION DO NOT ATTRACT A CANCELLATION FEE. CANCELLATIONS MADE AFTER CONFIRMATION ARE CHARGED AT 50% OF THE TOTAL FUNCTION PRICE.

8. VENUE HIRE

- 8.1. UNLESS OTHER ARRANGEMENTS ARE AGREED IN WRITING, THE VENUE SHOULD BE RETURNED TO ITS ORIGINAL STATE AT THE CONCLUSION OF THE FUNCTION.
- 8.2. YOU ARE RESPONSIBLE FOR CLEANING THE VENUE INSIDE AND OUTSIDE, INCLUDING THE TOILETS.
- 8.3. IF ANY FURNITURE, INCLUDING CAFÉ TABLES AND CHAIRS, ARE MOVED DURING THE FUNCTION, THIS SHOULD BE RESET TO THE ORIGINAL CONFIGURATION AT THE CONCLUSION OF THE FUNCTION.
- 8.4. MANAGEMENT RESERVES THE RIGHT TO CHARGE A CLEANING FEE IF THE VENUE IS NOT LEFT CLEAN AT THE CONCLUSION OF THE FUNCTION.

9. DAMAGES AND LIABILITY

- 9.1. YOU ARE FINANCIALLY LIABLE FOR ANY DAMAGES SUSTAINED TO ANY PART OF THE VENUE, VENUE FURNISHINGS, UTENSILS OR EQUIPMENT BY THEIR EMPLOYEES, GUESTS, OR ANYONE ATTENDING THE FUNCTION AS A RESULT OF THE FUNCTION, AND SHALL INDEMNIFY US AGAINST THE COST OF REPAIR OR REPLACEMENT THEREOF.
- 9.2. WE ACCEPT NO LIABILITY FOR LOSS OF, OR DAMAGE TO, PROPERTY BROUGHT ONTO CAFÉ PREMISES WHICH IS OWNED BY OR IN CUSTODY OF YOU, YOUR EMPLOYEES, GUESTS, OR ANYONE ATTENDING THE FUNCTION.
- 9.3. WE ACCEPT NO LIABILITY FOR LOSS, DAMAGE, OR BREAKOUT OF DISEASE CAUSED TO YOU, YOUR EMPLOYEES, GUESTS OR ANYONE ATTENDING THE FUNCTION FOR ANY OUTSIDE FOOD OR BEVERAGE, OR ANY OUTSIDE EQUIPMENT BROUGHT INTO THE VENUE.

10. DISPLAYS AND SIGNAGE

NOTHING IS TO BE ADHERED, NAILED OR SCREWED INTO ANY WALL OR SURFACE WITHOUT PRIOR WRITTEN PERMISSION FROM US.

11. GENERAL CONDUCT

ORGANISERS AND GUESTS WILL NOT SUFFER OR PERMIT THE DOING OF ANYTHING WHICH WILL OR IS LIKELY TO CAUSE THE TRIBUTE CAFÉ TO SUFFER OR INCUR LOSS, DAMAGE, LIABILITY, EMBARRASSMENT, DISREPUTE OR PUBLIC CRITICISM.

12. ALCOHOL

- 12.1. IF ALCOHOL IS GOING TO BE SOLD TO GUESTS THE FUNCTION ORGANISER WILL NEED TO OBTAIN A PERMIT FROM THE DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES. A COPY OF THE LIQUOR LICENCE MUST BE SUPPLIED TO MANAGEMENT AT LEAST 7 DAYS PRIOR TO THE FUNCTION.
- 12.2. IF ALCOHOL IS PROVIDED TO GUESTS FREE OF CHARGE NO LICENCE IS REQUIRED. THE FUNCTION ORGANISER AND THE CATERER (IF APPLICABLE) SHOULD ENSURE PATRONS ARE SERVED IN ACCORDANCE WITH ALL RELEVANT LAWS.
- 12.3. ALCOHOL IS TO ONLY BE CONSUMED INSIDE THE BOOKED FUNCTION AREA.

I _____ OF _____
BY SIGNING THIS FORM YOU EXPRESSLY DECLARE THAT YOU HAVE READ,
UNDERSTOOD AND AGREE TO BE BOUND BY THE TERMS AND CONDITIONS
SET OUT HEREIN.

DATE OF FUNCTION: _____

DEPOSIT ATTACHED: \$ _____

SIGNATURE: _____
DATE: _____

