

ORGANICA FUNCTIONS - TERMS & CONDITIONS

BOOKING CONFIRMATION POLICY

Upon your initial enquiry, we will hold your preferred function date for a period of 72 hours. If we have not heard from you, we will send you a follow up email requesting confirmation and payment of a deposit by close of business that day. If we do not receive a response, the event date will be released.

A 20% deposit of the minimum spend for your function room is required to confirm your booking along with these terms and conditions signed, dated, and returned. Your booking is not secure if these two steps have not been undertaken.

All prices quoted are INCLUSIVE of GST.

Once you have paid your deposit, the prices quoted are locked in.

DEPOSIT CANCELLATION POLICY

Deposits are non-refundable if your booking is cancelled within 21 days prior to your event date. You will have to give us a written notification via email if you wish to cancel and get a refund at functions@organica.com.au.

EVENT CANCELLATION POLICY

If the written cancellation notice is given within 7 days of the event date, you will be charged 50% of the total cost of the booking.

GUEST CANCELLATION POLICY

After the total payment has been received 10 days prior to the event date, you will not be refunded for any guest cancellation. However, we can allocate the money spent to a credit for an open tab on the day.

FINAL PAYMENT POLICY

Full payment for the event is to be made 10 business days prior to the event.

Any outstanding balance/Open Tab on the day of the event is the responsibility of the person who organised the event and therefore will have to pay.

If your booking does not meet the minimum spend requirement, you will be required to pay the difference when your final invoice is issued.

WHEN EVENT DETAILS ARE TO BE FINALISED

Your event manager will be in contact with you 3 weeks prior to your event date. At this time you must provide:

- a) Final guest numbers
- b) Menu and beverage confirmation – if you require a custom menu this must be confirmed at this time. Please note, if you make changes to the current packages, you may be subject to a price increase.
- c) Dietary requirements and allergies (guest name, allergy, and table placement). Please note that we can customise any of our packages for any dietary requirement at an additional charge of \$5 per person.
- d) Any additional requests.
- e) 3rd party delivery details.

ROOM INFORMATION

We do not charge a room hire fee

All our function packages include 3 hours duration for your event, plus 1 hour prior to the event for decoration and 1 hour after for pack up (5 hours in total).

If extra time is required, it will be charged \$200 per extra hour. Please note your guests are not allowed in the room during decoration or pack-up time.

BEVERAGE SERVICE

Organica and its staff reserve the right to refuse service of alcohol to guests under 18 years old present at your event.

Under 18-year-old parties must be supervised by parents. Parents need to be either in the function room or sitting in the restaurant while the event happens, and their contact details must be provided to the Event Manager. If no parents can be present, Organica will provide an Organica supervisor (this will incur extra fees).

Organica staff reserve the right to refuse service to intoxicated guests and will ask intoxicated guests to leave the venue.

Organica and its staff reserve the right to terminate the event in the case of rude or dangerous behavior.

We do not allow BYO for an event.

DAMAGES AND LIABILITY

The client shall be responsible for any damage or loss caused by themselves, their guests, or any service providers engaged by the client.

Organica shall not be responsible or liable for personal injury, loss or damage to property incurred by any guest or service provider engaged by the client.

ADDITIONAL INFORMATION

You are welcome to bring a cake from an external supplier, however, we will charge a \$4 per person cakeage fee, which will be applied to your final invoice.

AMENDMENT

Any amendments to this agreement must be agreed upon in writing by both parties.

No oral representations or warranties shall have any force or effect.

By signing this agreement, the client acknowledges that they have read and understood the terms and conditions stated above and agrees to comply with them.

First Name: _____

Last Name: _____

Signature: _____ Date signed: _____