



# FUNCTIONS & EVENTS AT ALLURAH



## COMPLIMENTARY INCLUSIONS

- *White table linen & a choice of black or white linen napkins*
- *White chair covers & white sashes*
- *Ask about the room styling options that we can offer complimentary also*
- *Two printed menus per table*

## CONFIRMATION AND DEPOSIT

*To confirm your booking at Allurah Functions & Events a non-refundable \$300.00 deposit, along with a signed booking form, must be completed and paid within 14 days of a tentative booking. Allurah reserves the right to cancel any tentative booking if payment and signed booking form has not been received within this timeframe.*

## PAYMENT

*All food and beverage package payments must be finalised 14 days prior to the event date. Failure to finalise payment before the due date may result in the event being cancelled and cancellation fees applied, as outlined below. Credit card details will be held on file for final settlement purposes. You will be notified regarding any charges processed on your credit card for any breakages, damages or incidentals. In the event that the account is not settled a Debt Collection Agency will be engaged, with all associated fees passed on.*

## CANCELLATIONS

*In the unfortunate circumstance your event is cancelled the following charges will apply:*

- *More than 120 days prior to reception – loss of deposit*
- *14-120 days prior to reception- 50 % of event cost to be paid*
- *Up to 14 days prior to reception- 100% of reception cost to be paid*

*Allurah must be notified in writing of any cancellations.*

## MENUS & BEVERAGES

*Menu selections must be finalised 14 days prior to the event. It is essential that Allurah is informed of any special dietary requirements at this stage. A Bar Tab can be arranged in place of beverage packages, or guests can purchase their own. In this instance a minimum spend of \$1000.00 must be reached. Due to unexpected product and seasonal availability some items may need to be substituted, the client will be notified of these changes.*

## ROOM HIRE & MINIMUM SPEND

*Room hire is \$300.00*

*Total function & event expenditures must equate to a minimum of \$1000.00.*

## FINAL NUMBERS

*Final guest numbers must be confirmed 14 days prior to the event, this number will be the minimum number of guests charged regardless of attendees. Numbers may be increased up to three business days before the event and will be charged accordingly.*

## FUNCTION & EVENT DURATION

*Beverage packages are for a duration of five hours. Additional time can be arranged and will be charged at a rate of \$5.00 per guest for every additional thirty minutes. All additional time must be pre-arranged and payment finalised 14 days prior to reception.*

## ENTERTAINER MEALS

*Any entertainers meals and drinks required under the Musicians Award (if applicable) can be provided at a cost per person, which will be charged to the client.*

## RESPONSIBLE SERVICE OF ALCOHOL AND GUEST CONDUCT

*Allurah Functions & Events adheres to Responsible Service of Alcohol guidelines and reserves the right to refuse service of alcohol to intoxicated guests and check for appropriate forms of identification before service of alcohol. Any guest behaviour deemed inappropriate by management may result in them being asked to leave the premises. BYO is not permitted. All buildings & lawns are strictly non-smoking. Smoking must be restricted to the designated area towards the carpark & smokers must use the ash trays provided. It is the client's responsibility to communicate this fact to all guests attending their function.*

## DAMAGE & LOSS

*The signatory of the booking form is financially liable for any damages incurred at the venue as a result of them or any of their guests, including the need for unreasonable cleaning. Although all care will be taken, Allurah accepts no responsibility for the loss or damage to clients property including any hired equipment prior to, during or after the reception.*

## DECORATIONS

*Any decorations requiring fixing to any part of the building internally or externally must be approved by Allurah management prior to the reception. Due to environmental factors, no confetti, rice or glitter is permitted on the premises.*