

Moore & Moore Events Terms & Conditions

As at 14 Sep 2016

1. Bookings

Booking Confirmation

Moore and Moore accept responsibility for the booking of your event and venue hire incurred.

Final Confirmation of Details

Guest numbers and final menu choices including special dietary requirements will need to be confirmed a minimum of 14 days before the date of the event. Any decrease in guest numbers within 14 days of the event will not be refunded. We will try to accommodate any increase in guest numbers within 14 days of the event if possible. (Please note we can cater for up to 120 guests cocktail style or 60 guests sit-down)

Cancellation of Bookings

In the event of a cancellation, deposits will only be fully refunded within the 30 days following confirmation of your booking. Deposits are non refundable from 30 days after confirmation of your booking. Your booking is considered to be confirmed when we have received your deposit and booking confirmation form. If a booking is made at short notice (within 30 days of the event), the deposit is also non-refundable.

2. Pricing

Moore & Moore Event packages are reviewed and updated at times throughout the year, and possible price increases may result. While every endeavour is made to maintain prices as quoted, market variations and unforeseen circumstances may result in cost increases.

Venue Hire and Catering Packages

Venue hire includes set up and reset of the venues chosen. Venue hire charges are applicable as follows: Garden Courtyard \$250; Cartway \$250; Café Front Room \$250; and Gallery Front Room \$250. Fully catered packages are charged per head and are additional to venue hire charges. Catering charges include an event manager; all food and drink service staff; cocktail or sitdown menu package; corkage and basic decorations. Standard packages range between \$30 and \$50 for corporate/private packages, \$99 per head for our cocktail wedding package and \$155 per head for sitdown packages.

Minimum Spend

A \$6000 minimum spend is applicable on Saturday nights, \$3500 minimum spend is applicable on Friday nights and \$1500 applicable on Monday to Thursday nights.

Public Holiday surcharge

A 15% surcharge is applicable to the total account for all events held on a public holiday.

3. Payment

Signed:	Name:	Date:
Signed:	Name:	Date:

Deposit Payment

A quote will be issued at the time you make a tentative booking. A deposit of 30% of the expected cost of the event is required to confirm your booking. The amount required to be paid is shown on the quote. Payment can be made by credit card (2.5%surcharge applies) or direct transfer into the following account:

Account Name: More for Moore Pty Ltd

BSB: 086-217 Account No: 288276646

Balance Payment

A final quote will be issued as soon as numbers are finalised no later than 14 days before your event. The final balance of your quote is due to be paid no later than 7 week days before your event. Payment can be made by credit card (a 2.5% surcharge applies) or direct transfer. Any additions, such as tea and coffee ordered on the night, will be charged to a credit card on the night of your event.

Credit Card Surcharge

Please note that if you pay the deposit or any part of the fee for the function using:

- i) AMEX or Diners: A standard charge of 3.5% will be added to the amount being paid;
- ii) Visa or Mastercard: A standard fee of 2.5% will be added to the amount being paid.

Tea, Coffee and Ice

Tea, coffee and ice are not included in your quotation and will be charged separately to your credit card number provided if ordered on the evening.

4. Event Management Meeting Co-ordination

Each booking includes two meetings of up to one hour each with either our event coordinator or one of our event managers. The first meeting is held right after your booking has been confirmed, preferably within 6 weeks. This meeting will set you up with all the information you need to organise your event. The second meeting is held 3-6 weeks before your event. This meeting will help you to finalise all details.

5. Event Set up and Pack Down

Item deliveries before the event

All deliveries including drinks, flowers, cakes, desserts, decorations, electronic equipment, furniture etc <u>must be made after 4pm and before 5.30pm</u>).

Decorations

We are happy to allow you to set the atmosphere to suit your function however we cannot allow guests to fix decorations, in any way, to the establishment or its fittings. Please ask us for advice and ideas on how to display your materials. Decorations must be simple and easy to put up and take down.

Event Set up

Our staff will set up the venue and provide simple decorations (candles) as part of the cost of your event. Any extra set up (ie. furniture or decorations) must be approved by the Event Manager. Extra set up is the responsibility of the client and must take place between 4pm and 6pm on the day of the event, unless permission has been granted for set up to occur outside these hours.

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Signed:	Name:	Date:
Signed:	Name:	Date:

The safety of both your guests and our operational team are of major importance. Sub-contractors providing electrical equipment must be date validity tagged i.e. safe to use. It is important that they are informed of this minimum requirement by you.

Event Pack down

Our fee includes the pack down of the venue, furniture and simple decorations provided by Moore & Moore only. The fee does not include pack down of any extra decorations provided by you. It is the responsibility of the client to pack down all extra decorations, gifts, furniture, flowers, vases, props, cakes or any other items brought by you and *remove on the night of the event*.

Storage

Due to our lack of storage space, we are only able to hold items for you until 9am the morning after your event. Any item left longer than this will not be available for pick up until after 2pm.

6. Audio Equipment

A PA system and microphone are available for you to use at <u>no cost.</u> In the event that there are any damages to the PA system, repair or replacement costs will be on charged to you. All additional connections required are to be supplied by you. Should you require specific audiovisual equipment, you are responsible for arranging hire, set up, and operation. Audiovisual providers organised by you are required to contact the Event Coordinator prior to the event.

7. Noise Restrictions

Due to our close proximity to neighbours, we must maintain reasonable noise levels at all times. In accordance with our sound management plan, please observe the following:

Volume Limit

Music must not exceed 92 decibels at the source at any time.(Indoor only) Noise levels will be monitored throughout the evening with our sound meter, and adjusted as necessary. Music will be turned down to 55 decibels at 11pm on Friday and Saturday nights, 10pm on Sunday nights and 9pm on Monday to Thursday nights.

Music Curfew

Music must be turned off no later than 9.30pm from Monday to Thursday, 11.30pm on Fridays and Saturdays, and 10.30pm on Sundays. *Unless otherwise notified, we will assume that your preferred finishing time coincides with the above times*.

No Bands

Due to sound leakage from the venue bands are generally not permitted. Acoustic artists may be allowed to perform in the courtyard or inside the building at the discretion of the event coordinator.

No Amplification in the Garden Courtyard

There is to be no amplification of any kind in the courtyard at any time. This includes microphones for speeches. An exception is allowed for celebrants who may use a microphone during ceremonies. Only acoustic artists are allowed to play music in the courtyard.

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Signed:	Name:	Date:
Signed:	Name:	Date:

Guests are permitted to use the garden courtyard until 8.30pm. After this time, all guests are asked to move into the cart-way and front gallery rooms in the interest of maintaining acceptable noise levels for our residential neighbours.

8. Food Allergies and Special Dietary Requirements

All dietary requirements (within reason) including food allergies can be accommodated provided sufficient notice is given (2 weeks before the event). We request that you enquire with your guests and advise Moore & Moore of any known food allergies, especially those with the potential to cause serious harm to guests. Please ask guests with serious food allergies to report to the event manager at the beginning of the evening so that our service team members can be fully informed.

9. Smoking

Moore & Moore is a non smoking venue. The area outside the entrance of Moore & Moore is available to smokers or guests wishing to be outside, though drinks are strictly not permitted outside the building. Clients are responsible for ensuring their guests do not leave any cigarette butts outside the building. We appreciate your respect for our neighbours.

10. Duty of Care

Moore & Moore has a duty of care to our clients and reserve the right for our Duty Manager to refuse service of alcohol to persons he/she deems are intoxicated and may do harm to themselves, other patrons or property.

11. Security

At all times patrons must have access to their current photographic identification. Failure to show this ID, on request, may result in admittance to the venue being denied. Security staff, at their discretion, have the right to refuse entry to any person and have the right to remove any patron from the premises should they be acting in an inappropriate manner.

Patrons under the age of 18 must be accompanied, at all times, by their parents. Minors will be entitled to remain on the premises throughout the duration of a function so long as they remain within the confines of the function area at all times and are under the strict supervision of their guardian. Minors are required to be accompanied to the toilet by an adult.

12. Responsibility and Damage to Client Property

Moore & Moore does not accept responsibility for damages to, or loss of, any client's property left on the premises prior to, during or after a function.

13. Responsibility and Damage to the Moores Building, Artist's Property or Moore & Moore's Property

Client organisers are financially responsible for any damages to property belonging to Moore & Moore, items belonging to exhibiting artists, and property belonging to the Moores Building Contemporary Art Gallery, caused by the clients or guests, prior to, during or after a function.

(Please note \$3.50 will be charged per glass broken. This will be charged by credit card on the night of the event.)

Signed:	Name:	Date:
Signed:	Name:	Date:



Event Booking Confirmation Form

Contact Details	
Contact 1:	Contact 2:
Phone:	Phone 2:
Email:	Email 2:
Postal Address:	
Contact on Day:	Phone: Email:
Invoice Details (for corporate only)	
Invoice To:	ABN (if applicable):
Address:	
Event Details	
Day of Event:	/ Date of Event:///
Start Time: End T	ime:
Type of Event:	No. of Guests:
For weddings only - ceremony being	g held @
I have read and understood 'Moor by these terms.	e & Moore Events Terms and Conditions' and agree to abide
Signed:	Signed:
Name:	Name:
Date:	Date:



Event Booking Confirmation Form

Payment of Deposit:

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Depo	sit required confirming	the booking: \$		
Prefei	rred Method of Payme	nt (please circle)		
1.	Cash			
2.	Direct Transfer	Account Name:	More for Mod	ore Pty Ltd
		BSB: Account No:	086-217 288 27 6646	
		ving reference when n rate of Event eg. Na		payments (shorten if necessary): ep
3.	Credit Card	American Express	Diners Club	(3.5% surcharge)
		Mastercard	Visa	(2.5% surcharge)
		Credit Card No:		
		Expiry Date:	/_	
		CVV no:		
		Card Holders Name:	,	
		Card Holders Signatu	re:	