

TERMS & CONDITIONS

Tentative bookings:

A tentative booking is designed to give you plenty of opportunity to plan your function. A tentative booking gives you the chance to hold your preferred date. In the event of Maeve Fox receiving another enquiry on your tentative date, we will contact you to determine whether or not you would like to confirm your booking.

Minimum Spend:

The minimum spend requirement is the function organisers responsibility to be met. Sales made by guests at your function do not count towards the minimum spend.

Bookings and confirmation:

To confirm your booking we require the terms and conditions to be completed and returned along with a deposit within 5 days of making a tentative booking. All bookings will remain tentative until such time that a deposit is paid. If the deposit is not received at least 5 days prior, then we may release the date to other prospective clients.

Deposit:

- A deposit is required within 5 days of placing a tentative hold for your function.
- The deposit will be taken off the full amount of the bill at the end of your function.
- Full payment is required prior to or on the date of your function.

Payment:

- Maeve Fox accepts payment in Cash, EFTPOS or Credit Card.
- Maeve Fox also accepts AMEX and Diners. A 2.55% surcharge will be incurred with each transaction.
- Electronic bank transfers can also be arranged in advance. Payments must clear 5 days prior to function. An official bank remittance must be provided to hello@maevefox.com.au.

Cancellation:

Any cancellations less than 90 days before your event will forfeit 100% of your deposit to Maeve Fox.

Any cancellations 45 days or less before your event will be required to pay the balance of the minimum spend owing to Maeve Fox. Dates are non-transferrable unless agreed to by the functions manager.

Responsible Service of Alcohol:

All staff at Maeve Fox are trained in the Liquor Licensing accredited 'Responsible Service of Alcohol' and by law may refuse to serve alcohol to any person that is deemed intoxicated.

Under no circumstances are persons under the age of 18 years allowed on the premises or in the function areas unless accompanied by their legal guardian for the entire duration of their patronage at Maeve Fox and has been arranged prior to the night of your function.

Damage:

In the event that any furniture or any other part of the venue is 'purposely or foolishly' damaged, the cost of repairs will be forwarded to the person responsible for the function or a negotiated amount added to the function invoice at the completion of the function.

Decoration Constraints:

The venue does not allow anything stuck to a painted surface, no open flames or candles, or any confetti or glitter of any kind. This includes balloons filled with confetti/glitter. In the event that your function does not abide by these decoration constraints, a \$200 cleaning fee will be charged to the client at the conclusion of the function.

Lost Property:

Maeve Fox will not accept responsibility for any damage or loss of property left on the premises prior, during or after the function. This responsibility lies solely with the client.

Client Responsibility:

The Client is required to inform all relevant personnel involved in attending the function of these terms and conditions.

Speeches in Main Bar area:

The main bar at Maeve Fox is not a private room and consequently is not set up to facilitate speeches. In the event of speeches being required, it is the managers discretion to whether the volume of music can be turned down

at the particular time the function requests. We encourage these to be under 10 minutes in duration and completed prior to 8.30pm.

Security:

The venue will provide one guard for functions of less than 100 people held on a Friday or Saturday evening. If your function has more than 100 patrons you will need to cover the cost of one additional security guard. If you are having live entertainment such as a DJ or band then two additional guards must be present and you must cover the cost for these additional guards. If your function is being held from Sunday-Thursday then you are under full obligation to provide the guard/s.

The cost for this is \$77 per hour per guard and there is a minimum shift requirement of 4 hours.

Please Note: Any external contractors (such as DJs and bands) must bring all their own equipment (including a table if required). All items must be packed up and removed at the completion of your function.

Proof of Age:

All guests will be required to present identification at the door. Only an Australian Drivers Licence, Australian Proof of Age card or an international passport will be accepted.

Under aged guests:

If there are any underage guests they must be supervised by a legal guardian. One legal guardian per minor is required. (Maximum of 10 underage guests may be present at any point throughout the function). The legal guardian/s must be 25 years or older and cannot be under the influence of alcohol or consume alcohol for the duration of the function. If through out the evening any underage or minor guest is caught drinking alcohol the function will be closed by management and the remaining of the minimum spend for the evening will be required to be paid.

Menu Selections:

We require confirmation of the menu 10 working days prior to the function. Any dietary requirements must also be discussed before the date of your function so our chef can cater to your needs accordingly.

PLEASE UNDERSTAND AND RESPECT THESE TERMS & CONDITIONS FOR Maeve Fox

Terms and Conditions. (Please print in capital letters)

I have read and agree to the Terms and Conditions in regards to booking a function at Maeve Fox.

Name/Company: _____

Mobile:

Email: _____

Date of Function: / /

Number of People: _____

Start Time: : **Finish Time:** :

Drivers License Number:

Signature: _____

Date Signed: / /

MANAGEMENT RESERVES THE RIGHT TO REFUSE ENTRY TO ANY PATRONS.

BY LAW ID is required for ALL patrons. Only an Australian Drivers license, Australian Proof of Age card or an international passport will be accepted.



472 Church St, Richmond VIC 3121
Maeve Fox: Wellington Park Pty Ltd.
ABN: 42 372 915 584

Maeve Fox CREDIT CARD AUTHORISATION FORM (Please print in capital letters)

FUNCTION DETAILS:

Name/Company: _____

Mobile:

Address: _____

Date of Function: //

Type of Function: _____

CREDIT CARD DETAILS

Cardholder's Name: _____

Card Type: (Please mark with an x)

- VISA
- MASTERCARD
- AMEX
- DINERS

Card Number:

*AMEX and Dinners incur a 2.55% surcharge.

Expiry Date: /

CCV – Credit Card Verification (3/4 Digits)

I hereby authorise Maeve Fox to debit my card \$ _____ for the payment of the function to be held on //

Signature: _____

Date Signed: //

Please complete and email to: hello@maevefox.com.au