

The Cape Kitchen

Terms + Conditions

Event Bookings

To confirm your booking you must return a signed copy of this document with your deposit. Once we have received the correct information and deposit, your booking will become confirmed. If we do not receive a written response within 7 days the enquiry booking will lapse. Our Event Coordinator will finalise details via email with an Event Confirmation.

Confirmation

Confirmation of a booking by the Client must be made in writing within 7 days of the tentative reservation. Otherwise The Cape Kitchen reserves the right to cancel booking and allocate the venue to another client.

Payment

All accounts are to be paid for in full 14 days prior to the Event, unless account arrangements have been made.

Administration Fee

\$500 is an additional non-refundable Booking Fee that is used for Administration costs and coordination.

Deposit

A tentative date will be held for 7 days. A deposit of \$2,500 is required to secure your booking date, accompanied by a signed copy of our booking agreement. \$2,000.00 of the deposit will be a credit toward the cost of your Event and \$500 is a non-refundable Booking Fee that is used for Administration costs. Please note, your booking is not confirmed until payment of the deposit is received.

Cancellation

In the unfortunate event of a cancellation, a portion of your deposit will be held to cover costs. If we are able to secure another Event on that day, then only the Administration Fee of \$500.00 will be held. Cancellations must be received in writing. In the event of an event being cancelled the following fees are applicable:

The following cancellation fees apply:

- Within four weeks from date of function: 50% of deposit
- Within two weeks from date of function: 100% of deposit
- Within 48 hours from date of function: \$50 per person

Final Details

Menus must be confirmed 4 weeks prior to the event.

Entertainment, audio visual requirements, room setups, starting and finishing times must be confirmed 14 days prior to the Event. Guaranteed numbers are required 14 working days prior to the Event and charges will be based on guaranteed numbers or final head count, whichever is greater. Additional Guests may be added at Management's discretion.

Prices

All prices are current at the time of quotation but are subject to revision prior to signing off Event Report. Prices will be confirmed in writing along with final Event Details. Every endeavour is made to maintain prices as printed in our brochures and information; however these may be subject to change.

Goods & Services Tax

Prices are quoted on the basis of a 10% GST. In the event that the GST is varied then quoted prices will be changed.

Commencement and Vacating of Rooms

The Client agrees to begin the Event and vacate the designated space at the scheduled times agreed upon. If the Event should go beyond the agreed finishing time and if the following client is inconvenienced, we reserve the right to charge whatever costs are reasonably incurred to ensure the smooth operation of that Event. The Cape Kitchen reserves the right to impose a re-set fee.

Consumption

No food or beverage of any kind not authorised in writing by your Event Co-Ordinator will be permitted to be brought into The Cape Kitchen for consumption at the Event by the Client or any of the Client's guests, invitees or person attending the event with the exception of Wedding Cakes.

Entertainment

Entertainment must cease at midnight.

Minimum Numbers

We require 80 people as a minimum for exclusive use of the restaurant, smaller Events may be accepted at Managements discretion but there may be an additional room hire fee.

Displays and Signage

Nothing is to be nailed, screwed or stapled to any wall, door or any other surface or part of the building. No exhibits or signage of any kind are to be at The Cape Kitchen without prior written approval. At all times flow spaces must be left clear for ease of movement of all clients. Please also note that there must strictly be no paper confetti used for Weddings due to our close proximity to the Ocean you may however you may like to purchase an environmentally friendly option such as <http://www.ecofettiaustralia.com.au>

Security

The Cape Kitchen will not accept responsibility for the loss or damage to any equipment or merchandise left on the premises prior, during or after the Event. Our Event Coordinator will be pleased to discuss storage arrangements with you. The Cape Kitchen reserves the right, without liability, to exclude or eject any or all objectionable persons from the Event Area and The Cape Kitchen.

Outside Contractors

For all exhibitions and stage setups produced by outside contractors, plans must be approved by The Cape Kitchen a minimum of 30 days prior to the Event. Outside Contractors must liaise with The Cape Kitchens Event Coordinator in all matters of delivery, set up and break down and are obliged to work in accordance with applicable legislation.

Venue Capacity

For the enquiry to proceed we require a minimum of 80 guests

If you require a dance floor please be aware that due to space restrictions, we can only fit a maximum of 120 seated guests & 180 standing guests in the restaurant.

Venue Hire

Included in the price per guest is Venue Hire. The Venue Hire includes:

- Exclusive Use of The Cape Kitchen
- Our dedicated Team to personally look after your guests
- Bridal Table, Guest Tables, Gift Tables and Cake Table
- White Linen Table Cloths
- White Linen Serviettes
- Personalised Menus

Responsibility of Guests and Conduct

We want to ensure that everyone has an enjoyable, memorable time. Our team will be dedicated to personally looking after your guests however you will be responsible for their behavior. The cost of damage incurred at the venue during the event will be the person who signs the booking agreements responsibility.

Compliance

Clients will be responsible to ensure the orderly behaviour of their guests and The Cape Kitchen reserves the right to intervene if it is deemed necessary.

Responsible Service of Alcohol

The Cape Kitchen practices and adheres to all Responsible Service of Alcohol policies and procedures for all Events. Management are authorised to slow down or refuse any guest service of alcohol at any time during the Event, should they believe the guest is nearing the point of intoxication or drinking too quickly. Alcohol service will conclude at 11.30pm, with all guests to depart The Cape Kitchen by 12.00am.

Damages

Clients will assume responsibility, and the Client shall indemnify and keep indemnified, The Cape Kitchen for any and all damages caused during the Event by any of their guests or any other persons attending the Event, whether in rooms reserved or on any part of the property.

I agree to the Terms and Conditions as outlined in the document above:

Name

Date

Signed on behalf of The Cape Kitchen

Name.....

Date.....