



## CONFIRMATION & PRICING

By putting down a deposit, you hereby agree to the terms and conditions of hiring the venue as stated below.

To confirm a booking, a \$500 deposit is required. All bookings are considered unconfirmed until your deposit is received.

Please note that the venue does not take tentative bookings, and the date will remain open until the deposit is paid. Please note that the deposit will be returned to the organiser the next business day, provided the minimum spend was met on the night and the function space is left without damage or extra cleaning requirements.

Minimum spend requirements apply for all function spaces and the event manager will advise the minimum spend upon enquiry as they vary according to the space and time of year.

## CATERING

All catering, beverage and requirements must be confirmed no later than 14 days prior to your function. Bar tabs on consumption must be paid at the conclusion of your function. All funds prepaid towards a bar tab are non-refundable. No outside food or beverages may be brought into the venue besides cakes. Allergies must be discussed with management prior to the event, and it is the responsibility of guests with dietary requirements to identify themselves to staff.

## CANCELLATIONS

Cancelling a function after the deposit has been paid can only be done by consulting directly with management. Any cancellation made within 6 months of the date of your function will forfeit the deposit and any additional funds held by the venue. If you need to postpone your function, all funds held by the venue will be moved to a new comparable date pending availability.

## SPACES & TIMING

Management reserves the right to assign an alternate space if the original space becomes inappropriate or unavailable due to circumstances beyond the venue's control. Should attendee numbers decrease from numbers advised at the time of final confirmation, it is at management's discretion to reallocate a function to a more appropriate space. When attending the function, guests must stay in their allocated space. Please note that time limits apply on all bookings depending on the day and time of event; management will outline a suitable time limit for your event upon booking.

## SECURITY

A \$200 security hire fee applies to all 21st birthdays held at the venue, as well as for any event over 80 people.

## FUNCTION CONDUCT

It is required that you will conduct your function in an orderly and appropriate manner. All normal venue policies, procedures and legal responsibilities apply to all persons attending functions at all times, including responsible service of alcohol procedures and guidelines. When booking a function, it is your responsibility to give accurate details in relation to the type of function and its guests. If an organiser falsifies information, or if your function is booked under false pretences, the venue will cancel the function without notice and retain the deposit and any additional funds held by the venue. Children are welcome to attend functions in all spaces, but must vacate the rooftop terrace by sundown.

## BUCKS/HENS PARTIES

Bookings for bucks and hens parties are subject to additional conditions. If you wish to book a function of this nature, please speak to our management team. Any bucks/hens parties booked at the venue under false pretences will not be permitted into the venue, and the deposit will not be returned to the organiser.

## DECORATIONS

Guests are welcome to bring their own decorations and/or organise hire of event equipment; however, all fixtures must be first authorised by management. No staples or tape is to be used on painted surfaces, and glitter and/or confetti-like material is not permitted. In the event that your function does not abide by these decoration constraints, the \$500 deposit will be retained by the venue. Access to the function area will be allowed 30 minutes prior to the event.

## DAMAGE

The organiser of a function is financially responsible for any damage, theft, breakage or vandalism sustained to the space or venue premises caused by themselves, their guests, outside contractors or other persons attending the function. Should any extra cleaning be required to return the venue to satisfactory standard, the \$500 deposit will be retained by the venue. The venue does not accept responsibility for damage or loss of merchandise left at the venue prior to or after your function.

## SMOKING

Provision is made for smokers in designated areas only, including vaping. Please ensure that you and all guests dispose of cigarette ash, butts and matches thoughtfully, using ashtrays provided. Any costs arising from the damage of property or activation of smoke detectors will be worn by the organiser, and repeated breaking of smoking laws during your event will result in eviction from the venue. Please note that no food may be served or consumed in smoking areas.

### Mt View Hotel

📍 68-70 Bridge Rd, Richmond 3121

☎ (03) 9428 3973

🌐 [mtviewhotel.com.au](http://mtviewhotel.com.au)