



TERMS AND CONDITIONS

1. CANCELLATIONS

In the event of the Client cancelling a confirmed function more than 60 days prior to the date of the function a full refund of the deposit will be given by Baedeker. Cancellations of confirmed events within 60 days of the date of the function shall result in the deposit being non-refundable. Cancellations of events within 72 hours of the function date shall result in the client being liable for 100% of the cost of the event. All other actual, unavoidable costs incurred by Baedeker for a cancelled event shall be charged to the client at the discretion of Baedeker Management.

2. DEPOSITS AND PAYMENTS

A function is only confirmed upon receipt of a signed copy of the Terms and Conditions Agreement along with a deposit of 25% function spend. The balance of payment is due 5 business days prior to the date of the event, with any beverage on consumption invoices paid within 7 days of the event. If the agreed minimum spend is not reached at the completion of the event the event/function organizer will be held responsible to pay the difference with the manager on duty.

3. BOOKING CHANGES

Baedeker reserves the right to make changes to a booking at anytime.

4. FOOD AND BEVERAGE

Confirmed food selection, final numbers and dietaries must be submitted to the Functions Manager in writing no later than five (5) working days prior to the date of the event. Wedding events due date is thirty (30) days prior to the event date. No external catering is permitted on site with the exception of a Celebration Cake. Neither the function host nor the function attendees are permitted to bring alcohol into Baedeker at any time.

5. BAR TABS AND MINIMUM SPENDS

Any unused pre-paid bar tabs or catering are not transferrable or refundable. Minimum spends do occur, as advised by the Functions Manager. If the minimum spend is not met at the conclusion of your function, a venue hire fee will be charged to make up the difference.

6. DECORATIONS AND CLEANING

The client is welcome to place decorations in the room, excluding open flame candles and any decorations that require fixing to walls or surfaces with tape, push pins and other materials that may cause damages. Any

excessive mess from confetti-type decorations will be charged a \$150.00 cleaning fee.

7. PRICING

All prices may be subject to change at management's discretion. Every possible effort is taken to maintain prices and we will notify you of any changes. Events held on public holidays will be charged a surcharge. This surcharge will be outlined in your event costing.

8. ADVERTISING

Baedeker must first approve any advertising undertaken for an event. We reserve the right to refuse any private event advertising. Baedeker reserves the right to terminate any event booking and retain the deposit paid where the event organizer breaches these conditions.

9. LOSS OR DAMAGES

The client shall remain responsible at all times for any loss or damage to the property of Baedeker caused directly by the Client, guests and invitees. Please note we are extremely careful when looking after guests and their property. Unfortunately, we cannot take responsibility for the damage, or loss of items before, during and after an event. The client is liable for the action of their invitee's and any damage or losses incurred during the event. Any costs will be invoiced directly to the client.

10. MUSIC AND ENTERTAINMENT

If the client wishes to use Baedeker's audio visual facilities, the 'presentation' must be supplied on their own laptop for connection. The laptop and file must be tested prior to the function date. In the instance that an external DJ (non-resident) is contracted for a performance, the client is responsible for any damage caused to the equipment during the allocated function time frame.

11. MINORS

With regards to minors, we allow the family of the function organizer to attend the function with the following stipulations:

- Minors will need to be under the constant supervision of their parent or legal guardian at all times whilst on the Baedeker premises.
- Minors will be required to leave Baedeker by no later than 9pm.
- Access to the Venue for minors is at the discretion of management.