

Phoenix Brewery

Function Terms & Conditions Summary

Please find below a summary of the terms and conditions of Phoenix Brewery with regard to your forthcoming function or event. If you have any queries or need further information please do not hesitate to contact us on 53 332686.

1. Bookings – Once a date is decided on, a tentative hold will be placed on the function rooms for 1 week. A \$200 room deposit is then required to secure your booking. A reservation is not considered confirmed unless a deposit has been received within 7 days of making the reservation. After that time Phoenix Brewery will be at liberty to release the reservation to wait-listed parties. Plus a \$300 security deposit is required and will be refunded as long as no damage occurs.

2. Cancellations –

a. >30 Days - functions cancelled more than 30 days before the event date will receive full refund of the room deposit paid.

b. 7– 30 days – functions cancelled or postponed between 7 and 30 days will forfeit 50% of the room deposit paid.

c. Less than 7 days – functions cancelled or postponed less than 7 days prior to the event date will incur a full 100% cancellation fee of the estimated function cost.

3. Accounts – All accounts must be completely settled 7 days prior to the function. The final balance for incidental costs such as bar tab must be paid on the functions completion. No invoices will be issued unless by prior arrangement.

4. Final Details - Any increase or decrease in attendance numbers must be conveyed at least 1 week in advance of the function. This is especially relevant with regard to decreases, where failure to comply will result in full payment of booked numbers.

5. Setup - The allocation of numbers of guests to tables remains our prerogative arrangement. Unless the function has exclusive use of the area, especially the restaurant, speech making is not permitted unless with prior permission.

6. Menus – Phoenix Brewery reserves the right to adjust menus and beverages at any time, due to seasonal variation and market availability.

7. Documents - At our discretion, contracts, pre selected menus will be faxed, emailed or posted to the function organiser for signature and return.

8. Other Functions – Phoenix Brewery reserves the right to make alternate bookings in the designated function room, from up to 1 hour before and after your schedule time frames.

9. Function Extensions – must be pre arranged and if the room is vacant can be extended at our discretion, whereby additional charges may apply.

10. Prices – Every endeavor is made to guarantee prices that are confirmed at the time of booking and confirmation sent, however these may be subject to change at our discretion.