

Standard Terms and Conditions of Business

The following Terms and Conditions of Business are to ensure customers contracting with Melaleuca House for functions at the Australian Botanic Garden, Mount Annan are aware of the conditions of hire in order that their functions run smoothly and there are no misunderstandings

Booking and Cancellation Policy

- Bookings are only secured with the payment of a \$300 room hire booking fee, and a returned signed copy of this terms and conditions form
- Room hire fee is 50% refundable if an event is cancelled prior to 30 days of the booked date.

Charges and Payments

- Fourteen days prior to the function Melaleuca House requires the guaranteed minimum number of guests. You will be billed for the guaranteed minimum or actual number attending the function. We do regret we are unable to take reductions in numbers after this deadline.
- Fourteen working days prior to your function full payment is required, based on an estimate of the final bill. Any outstanding amounts or amounts contracted on the evening must be paid by the end of the evening of the function
- Prices subject to change due to economic and seasonal variations.

Set up, Pack down

- Set up is normally permitted one hour prior to the start of the function unless otherwise authorised by mutual agreement. Pack down must be completed within 30 minutes of the function end. It is your responsibility to ensure all props, decorations and equipment re removed immediately after the function.
- To fulfil obligations with the Botanic Garden Trust there is an imposed curfew at midnight.
- **After hours entry & exit is via Mount Annan Drive entry.**

Alcohol and Decorum

- Melaleuca House is obliged to abide by State Government regulation in regard to the responsible service of alcohol.
- Intoxicated persons, minors and those whose behaviour is considered by management as disorderly will be refused beverage service and may be removed from the function.
- It is your responsibility to ensure orderly conduct of your guests, especially when leaving the premises at night. Management reserves the right to call police and/or terminate the function, without refund of any monies, should such behaviour present a problem to guests or staff.

Damage, breakage or loss of property

- You are responsible for the safekeeping of personal belongings, merchandise and gifts.
- Melaleuca House will not accept any responsibility for the loss of or damage to any such property, before, during or after the function.
- You are responsible for any damage to the building, facilities and furnishings on the property; and for loss however arising, as a result of any action by your guests or contractors (decorators, musicians, etc.). Please make sure decorators and suppliers are made aware of this Indemnity
- Melaleuca House uses the freshest and best available food and ingredients, and prepares food under the most hygienic conditions. No liability is accepted for any latent defect in any product used by us, or any loss however arising there from.

I have read and accept the above Terms and Conditions of business:

Client:

Signature:

Date:

Date of Function: