

# JESSIE'S VENUE HIRE



## WORKSHOPS | MEETINGS | SMALL CORPORATE | PRIVATE PARTIES | COMMUNITY EVENTS

### VENUE HIRE ONLY:

\$80/HR + GST MIN OF 2 HOURS

Venue available between 2pm - 10pm | Maximum of 50 guests.

Included: Exclusive use of Jessie's Café space, water, lighting, air conditioning, 2x bathrooms and sound system.

### Additional information:

- Venue hire does not include use of coffee machines
- Venue hire does not include staff, food or drink [catering provided on request]
- Venue will be required to be completely cleaned after use [refer T&C Hire Lease Agreement] and all furniture to be re-arranged to original layout prior to booking.
- Venue does not include any alcohol [refer T&C Hire Lease Agreement for alcohol permissions]

A Hire Lease Agreement including cleaning requirements and equipment usage needs to be signed for all venue hire.

# JESSIE'S CAFÉ VENUE HIRE TERMS AND CONDITIONS

## Venue Hire details

### **Confirmation**

Confirmation of booking must be made within 7 days of agreed date. Confirmation includes: deposit payment, signed copy of our Terms and Conditions and completed prior venue hire meeting.

*\*This prior venue hire meeting is arranged between the hirer and venue manager at a suitable time to discuss what's included in the hire and expectations.*

We reserve the right to cancel the booking if confirmation and deposit have not been received.

### **Number of guest:**

Our venue holds a maximum of 50 guests.

### **Catering / Staffing:**

Catering and Staffing is available on request at an additional charge. Catering menu needs to be finalized 7 days prior to the function.

Catering / Staffing will be added to the Venue Hire invoice.

*No Food or beverage is permitted to be brought into the venue for consumption without prior approval.*

### **Price:**

Venue Hire is \$80.00 + GST per hire [minimum of 2 hours]

Please refer to catering and staffing menu for pricing.

### **Deposit:**

A 50% non-refundable deposit is payable within 7 days of agreed date.

### **Payment:**

Full payment is required at least one day prior to the function and should be made by credit card or cash.

### ***BOND: kept on file***

### **Cancellation by client:**

If 7 days notice is given, no cancellation fee will apply

If cancellations are less than 7 days before the event -50% of the total hire price will be charged. [deposit not refunded]

## Venue Hire Terms and Conditions

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The Hirer can only access agreed area of the premises.

The Venue needs to be returned to its original state; all café furniture needs to be reset to its original configuration at the end of the event.

The hirer is responsible for cleaning the venue inside [as per cleaning guidelines] including the toilets.

If cleaning is not completed as per cleaning guidelines, the cost of any cleaning required after the function will be deducted from the bond.

The hirer is financially liable for any damages sustained to the venue. This includes: venue structure, venue furniture and furnishings, utensils and equipment. The hirer needs to notify us of any damages and will be liable for the cost of repair or replacement.

Please note, nothing is to be adhered, nailed or screwed into any wall or surface without prior permission from Jessie's Café.

Jessie's Café accepts no liability for the loss or any damage to the property brought into our premises which is owned by or in custody of you, employees, guests or anyone attending the event.

Jessie's café accepts no liability for disease caused by the hirer, your employees or guest or anyone attending the event for outside food and beverage or equipment brought into the venue.

Hirer and guest will not suffer or permit the doing of anything which will or is likely to cause Jessie's café to suffer or incur loss, damage, liability or public criticism.

Alcohol: please note no alcohol is to be sold to guests. The hirer will need to obtain a permit from the department of local government, spot and culture industries. A copy will need to be supplied prior to the event.

If alcohol is offered to guests free of charge, no licence is required. The Hirer needs to ensure guests are served in accordance with relevant servicing of alcohol laws. Alcohol is to only be consumed inside the booked function area.

\_\_\_\_\_ OF \_\_\_\_\_

By signing this Terms and Conditions form, the hirer declares they have read, understood and agreed to Jessie's Cafe Venue Hire Terms and Conditions.

Date of Event: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_