



## TERMS AND CONDITIONS

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The following terms and conditions form part of your agreement when booking a function.

### ROOM HIRE

Subject to the function's type being held, a room-hire charge may apply. This will depend on the menu chosen, room size and function's duration. Room charges are completely waived in the case of sit-down Luncheon/ Dinner Functions and where a minimum guest's number is achieved.

### ACCESS TO FUNCTION ROOMS

Clients may have access to the chosen room two hours before the function's time. Where the function is a wedding reception, access is to be mutually arranged between Chloe's Management and the respective client

### DEPOSIT

Tentative bookings are held for 3 weeks or as negotiated between Chloe's Management and clients. For tentative bookings made 3 or fewer months before the event's date, bookings are held for 1/5<sup>th</sup> of the corresponding time. Bookings can be secured by the payment of a \$20.00 per person deposit.

### MENU SAMPLING

Upon booking confirmations and payment of a deposit, the Management extends the Wedding Couple an invitation to sample the menu dishes selected for their proposed reception. The dish selection should not exceed 3 Entrees, 3 Main Courses and 3 Dessert and exclude canapés. The menu must be provided 1-week in advance and bookings are welcome between Monday and Friday.

### CANCELLATION

Chloe's requires written notification of cancellation once a booking is confirmed and relative deposit paid. A deposit's refund is applied as follows:

- Full refund minus \$100.00 to cover administrative costs where notification is received at exactly half mark between the deposit's payment and event's date
- 50% refund - where notification is received at the 30% mark between the payment and event's date
- No refund - where notification is received less than 30% of the time between the payment and event's date

### NUMBER OF GUESTS

The final guest's number is required one week before the event. The final account will be based on the confirmed number unless the attendance is greater.

### DIETARY REQUIREMENTS

Chloe's management will do their utmost to cater for individual dietary needs. Information regarding dietary requirements are to be provided one week before the event.

### ADDITIONAL CHARGES

- A \$2.50 per person / per ½ hour shall apply to labour provided after 4 & ½ hours of service. Additional charges for beverage packages shall be applied as stated on the Function Beverage Package sheet.
- Functions being held on Sundays or Public Holidays (excluding New Year's Eve) will be for a minimum of 50 guests and incur an additional charge of \$7.50 per person on top of food & beverage costs.

### BILLING & TERMS OF PAYMENT

The terms of payment are as follows:

- Fifty (50) % of the estimated balance is to be paid 2 months before the event
- The second and final payment must be made 7 days before the function's date unless other prior arrangements have been made

Chloe's accepts most major credit cards and cash payments. A service charge will apply to all credit card payments, namely: 1.5 % Bankcard, Visa & Mastercard, 3 % AMEX & 3.5 % Diner's Club.

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**Chloe's Restaurant & Function Centre**

36 College Road, Kent Town 5067

(ABN 98 007 856 822)

Tel (08) 8362 2574

Fax (08) 8363 1001

Email [office@chloes.com.au](mailto:office@chloes.com.au)

Website: [www.chloes.com.au](http://www.chloes.com.au)



### **MENU SELECTION**

Chloe's staff will be happy to assist you with your menu selection. Any special dietary requirements must be specified at least one week prior to your function.

### **EQUIPMENT INCLUDED**

- White tablecloths & napkins
- Cutlery and crockery
- Glassware
- Individually printed menus
- White table skirting as required
- Cake knife

### **FLOOR PLANS**

If requested, Floor Plans will be issued after confirmation of your function. Any late changes to the Floor Plan may incur additional labour costs.

### **EXHIBITION SET-UP**

Any exhibits to be positioned in the Function Centre will require two weeks prior notification.

### **AUDIO-VISUAL EQUIPMENT**

Audio-visual equipment can be arranged by Chloe's via Multivision Australia and charged to the Client. These items must be treated with care and any damage to the equipment will be at the responsibility of the Client.

### **SOUND LEVELS/MUSIC**

The Management reserves the right to lower the levels of music if it seems to be disturbing any guests. The Occupational Noise Management has recommended that noise levels do not exceed 100dba. Music is to be switched off by 12.00am.

### **CONFETTI**

Guests are welcome to have their Wedding Ceremony in the garden at Chloe's, however; the use of confetti is not permitted. Chloe's will apply a \$350.00 charge if confetti is used to cover the cost of clean up. Guests are encouraged to use flower petals and/or coloured rice.

### **CAR PARKING**

Chloe's Restaurant and Function Centre has limited car parking free of charge. There is a car park situated in front of the restaurant on College Road. Bridal cars may also use the parking facilities in front of the function centre directly off Fullarton Road.

### **MEDICAL SERVICE**

In the event of a medical emergency please notify any of Chloe's staff members and they will be sure to contact the necessary personnel. Any expenses thereto will be the responsibility of the Client.

### **OCCUPATIONAL HEALTH, SAFETY & WELFARE**

It is the responsibility of the Client to conform to all related sections and regulations of the South Australian Occupational Health, Safety and Welfare Act, 1986.

### **FIRE & SAFETY**

All exit doors must not be locked or secured and must also be free of any screens or displays etc. Any flammable materials that readily release toxic gases are not permitted on the property. If smoke machines are to be used, Chloe's must be notified of the times it will be operating.

### **SMOKING**

The Smoking Laws as of 4<sup>th</sup> January 1999 state that smoking is not permitted in public dining areas. If you or any of your guests wish to smoke you are welcome to do so in the hallway of the Restaurant or under the verandas.

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#### **CARE OF VENUE**

Clients are not permitted to attach any items to the walls of Chloe's Restaurant & Function Centre, including the foyer area. Clients will be responsible for any damage sustained by the Venue.

#### **INSURANCE**

Chloe's Restaurant and Function Centre cannot accept responsibility for any loss or damage prior, during and after a function. Clients are required to insure any items brought into the Venue.

#### **STORAGE**

Chloe's has limited storage facilities. Delivery of display items are accepted one day prior to the function and must be collected on the next business day following a function. Chloe's will not be held liable for any loss or damage to stored items.

#### **RESPONSIBLE SERVICE OF ALCOHOL**

In line with current legislation, Chloe's reserves the right to refuse the service of alcohol to any patrons who they consider to be intoxicated. Chloe's will not be held liable for any actions or outcomes arising from a Client's irresponsible consumption of alcohol.