

# 'Morgans' SUNSET BLUE CORPORATE TERMS, CONDITIONS & INFORMATION

## **ABOUT YOUR AGREEMENT**

Your agreement is issued at the time of booking and outlines the terms & conditions for your event. Our terms & conditions, menus and decoration packages and the like are updated / changed each financial year. Each financial year the new terms & conditions, menus, decorating packages and specials are either printed in our brochure or available on our website. These new conditions will apply to your event. Final details are required to be submitted (no later than) 3 weeks before your event date. All changes to the final event order must be approved and submitted in writing to the venue.

## **BOOKING CONFIRMATION / CANCELLATION**

The booking is confirmed on the receipt of a deposit and a signed copy of the venue agreement. Cancellations of events are only accepted in writing from one of the organisers that appears on the agreement. Upon cancellation of an event, any deposit or additional monies paid will be refunded with greater than 6 months notice. If the cancellation occurs with less than 6 months notice prior to the event date the deposit will be forfeited. Please note that some booking months attract a non-refundable deposit such as September & December.

## **CONFIRMATION OF GUEST NUMBERS**

Minimum guest numbers apply. This is displayed at the top of the agreement. The organizer must pay the food & beverage budget for the minimum guest numbers applied to their event date. Please note: Booking conditions apply to Special event days such as: Easter, Valentine's Day, Mothers Day and Father's Day...

## **EQUIPMENT**

Goods lift not available. Please **notify your suppliers all goods / deliveries will need to be brought up the front stairs**. For health & safety reasons Sunset Blue staff are not permitted to assist. All client supplied equipment delivered for the event must be removed at the close of the event.

## **MUSIC**

For current information and music requirements please refer to the 'Music Requirement Sheet' on the Booked Brides web site. This information is updated periodically. All music / entertainment is subject to venue approval.

## **ROOM DESIGN**

Room layouts must be submitted to the venue no later than 3 days prior to your event. Due to staffing arrangements room structure changes are not permitted on the day. The conference will be set at the front of the room with cabaret style seating unless requested otherwise. For bookings under 100 guests the closed curtain area will not be offered as part of your accessible area.

## **MINIMUM NUMBERS OF GUESTS**

For corporate dining events the minimum you will be charged (regardless of attendance) for conferences or dining events is 25 paid guests – all day conference packages have been reduced to minimum of 20 paid guests. The venue reserves the right to alter or serve an alternative menu to guests added at late notice – depending on your event style additional guests may not be able to be catered for. Confirmation of guest numbers is required to be submitted to the venue 7 days prior to your event.

## **VENUE CHARGES**

No CONFETTI or rose petals are to be thrown in any part of property. No Piñata's are to be used. No Blue Tac or tape on walls. A \$80 cleansing fee will be applied for excessive clean up or sanitary cleansing such as: exploding balloons, vomit on premise or grounds...

## **B.Y.O**

No B.Y.O of food or alcohol is permitted – no exceptions.

## **PUBLIC HOLIDAYS**

A room surcharge of \$600 applies to Public Holidays events. The standard 5 hour room hire applies, to extend the hire of the room per hour or part thereof is at Public Holiday Rates (twice our normal room extension rate).

## **DECORATIONS**

Decoration props are subject to availability and may be substituted without notice. The organizer is liable for all decoration items supplied and will be charged for items stolen by guests during the event. If the organiser does not require all of the decorating items listed in the packages no exchange or compensation will be given. Room arrangements and table seating conditions apply information on how to set your room is available on the 'Booked Bride' web site.

## **CONFERENCE EQUIPMENT**

Upon request The Venue will provide some or all of the items listed in the relevant conference package. If The Organiser does not require all of the items no compensation will be given. The organizer is liable for all supplied equipment and decorations and will be charged for items stolen or damaged by their staff, presenters or guests during the event.

Any equipment hired by the venue on the behalf of the organiser will incur a 20% handling surcharge the item hired in will be added to your account including the 20% surcharge.

### **PARKING**

Some on-site parking is available, street parking and a nearby Council Car park is also available.

We do not reserve car spaces however the car park caters for two spaces marked (Bridal Cars) – there is no guarantee the spaces will be available.

### **ACCOUNTS / LATE PAYMENT**

Confirmed guest numbers are required 7 DAYS BEFORE the event date, full payment must be made no later than 4 days prior to the event date to allow for cheque clearance. *Payment can be made, cash, cheque, or credit card. Please note: Diners and American Express incur a credit card surcharge.* Full payment of the specified Bar Tab is required in advance and any unused amounts will be refunded accordingly, any extensions / increases to bar tabs... must be paid for on the night via credit card, a pre-authority must be signed before the event.

If your account or any part of your account is not paid within the prescribed time the venue has the right to refuse the fulfillment of your booking or charge a late payment fee and or any associated debt collection costs. All corporate events must be paid for prior to the event date, payments made on the day or a request for a 7- day account must be approved by the venue manager.

### **PRICING**

Whilst every attempt is made to avoid unforeseen price increases, prices are valid only at the time of printing and are subject to change without notice due to the unknown nature of future food prices. GST has been included in all prices.

Menus are set for each financial year (July – June) all changes are made retrospective.

### **HEALTH, & SAFETY**

Fire safety laws prohibit the use of heaters, heat producing devices, open flames, lamps and lanterns.

All fireworks must be performed by a licensed pyrotechnic and proof of insurance must be sighted by the venue prior to the exhibition.

All food remains the property of the venue; any unused food is not permitted to be taken home by the organizer or any of their guests.

### **BEVERAGE PACKAGES / RSA**

The venue reserves the right to remove any patrons that do not behave appropriately or ignore instructions to cease consumption of alcohol / smoking in accordance with the Qld Liquor Licensing Laws. No compensation will be given for their removal. The venue has policies in-place for the service of: 'Shots, After Hours Set Drink Limits...' which apply at the discretion of the supervisor on duty.

The venue does not offer drink packages for cocktail style events.

### **DISPLAYS / EXHIBITIONS**

No items are to be attached, glued, pinned, blue tac'd screwed to the property surfaces, banners, signage and speakers... will need to be placed in the room under the direction of the Venue Manager. The Organiser shall provide appropriate display equipment. For patron safety display equipment is to be kept within the floor areas of the Function Room unless otherwise approved by The Venue manager.

### **ACCESS TO THE ROOM**

Early access to the Function Room for set up can be arranged provided the access time is available. If special access is needed an additional room hire fee may apply. Standard access time for conferences is 8:00AM with an 8:30AM arrival for guests.

### Legal information

#### **Insurance / Indemnity / Damage / Patron Conduct**

We understand that accidents can occur resulting in damage. We also believe that effective liaison between Morgan's and the Organiser can prevent most damage. However, any damage caused to Sunset Blue building, furniture or fittings will become the financial responsibility of the Organiser. Including the costs of cleaning if required.

Morgan's will show a duty of care to all patrons but will not accept responsibility for damage or loss of any items before, during or after a function and we suggest that you arrange your own insurance cover.

The venue reserves the right to remove any patrons that do not behave appropriately or ignore instructions to cease consumption of alcohol / smoking in accordance with the QLD Liquor Licensing Laws. No compensation will be given for their removal.

#### **EVENT DURATION / LATE FEES**

The organiser acknowledges the event duration shall not be extended unless otherwise approved by the venue. Brunch or Lunchtime events can not be extended. The duration of your event will be listed on this document. PLEASE NOTE: The earliest start time for a 'Dinner' events is 5:00PM unless otherwise approved by management. The standard duration times are Brunch 2.5 hours, Lunch 3-4 hours, Dinner/ Cocktail 5 hours. If your event has been approved for extension the late fee of \$110 per half hour or \$200 per hour applies. This fee is payable before the event or at the close of the event. (Public Holidays - please multiply these fees by two).