

MONA FUNCTIONS

140 LITTLE RIVER ROAD
BRAIDWOOD NSW 2622
AUSTRALIA
02 4842 1288

Function Booking Agreement

Confirmation of Bookings: Your booking is not confirmed until a deposit of \$1000.00 is received. We hold tentative bookings for 7 days only, and if we do not receive confirmation and a deposit we will release the space without further notice.

Confirmation: To confirm your booking we require a signed copy of this **Function Booking Agreement** to be returned to us with the requested deposit.

Payment: The contract signatory is liable to pay all money due under this Agreement. We do not provide credit. All function accounts must be paid with Credit Card, Cash or Bank Cheque at least 2 days before the date of the function. Personal and company cheques are only accepted with prior approval.

Final numbers: The final numbers are to be confirmed at or before 12 midday at least four (4) working days before the event. This will be the Guaranteed Number. Increases up to 10% are acceptable if adequate notice is given. It is your responsibility to notify us of final numbers. Charges will be based on the Guaranteed Number or the number attending whichever is greater.

Cancellations: In the event of cancellation the following terms will apply:

1. There is no refund of deposit.
2. For functions cancelled ten (10) working days or less before the function date, the cancellation fee will be equal to 50% of the total estimated value of the function.

Room Hire Charges: The cost for Room Hire is included in your package.

Time Extensions: a surcharge of \$115.00 per hour prior to midnight and \$280.00 per hour after midnight will payable for any function that continues beyond 6 hours.

Equipment Hire Charges: Charges may apply for special equipment or facilities provided for each function – please discuss costs and needs with our staff.

Staffing: Function waiting staff are included in your package.

Additional meals for musicians, video people and photographers are provided at the reduced cost of \$15.00 per person. Please advise when confirming final numbers.

Other charges:

Consumption of outside food and beverage: Patrons are not permitted to supply their own food or beverages without prior approval.

Delivery and pickup of Equipment: *'Mona'* must be advised of all deliveries and collections made on behalf of the client. Payment for deliveries of goods must be made by the client in advance. Assistance for moving in or out of equipment will only be possible if staff are available and must be completed by midday on the day of your function.

Responsibility:

1. The patron assumes responsibility for all damage caused by them or any of their guests, invitees or other people attending the function
2. General and normal cleaning is included in the cost of the room hire charge, but additional charges may be payable if the function has created cleaning needs above and beyond normal cleaning.
3. *'Mona'* will take all necessary care but will not accept responsibility for damage or loss of any client's property in the Function Centre before, during or after a function.
4. The patron is responsible to conduct the function in an orderly manner and in full compliance with the rules and House Policy of *'Mona'* management and all applicable laws. We reserve the right to intervene if a function's activities are considered illegal, noisy or offensive.
5. *'Mona'* reserves the right to refuse the service of alcohol to any guests it considers to be under age or intoxicated or behaving in an offensive manner.

Please read the above agreement carefully, sign it below and return it to Kerry Schneider as soon as possible. **Fax** it to: 02 4842 2972 or **Post** it to: *'Mona'*, 140 Little River Road, BRAIDWOOD. NSW. 2622.

I have read and accept the conditions stated in this Agreement,

Date of Function: _____ Number of people: _____

Name in full: _____ Position: _____

Company/organisation: _____

Signature: _____ Date: _____

Deposit enclosed: \$ _____ ()M/Card ()Visa ()Amex ()Diners Club () Cheque () Cash

Cardholder's Name _____ Signature _____

Card No. _____ Expiry date ____ / ____

Office Use Only:

Received and processed by _____ Checked by _____

Date: _____ Balance of payment due \$ _____ by: _____