



## TAP HOUSE FUNCTIONS AND EVENTS

### TERMS AND CONDITIONS

#### LICENSED PREMISES

The Tap House is a fully licensed premises. Due to Responsible Service of Alcohol and NSW liquor laws, no alcohol is to be brought onto the premises.

#### CATERED PREMISES

The Tap House is a fully catered venue i.e., no BYO food is to be brought onto the premises. A catering package must be purchased as part of your booking.

#### CHILDREN

All areas of the Tap House are family friendly, however we do not cater to children. A responsible adult must always supervise children. Children are not permitted to run, climb, jump, tackle, yell or generally disturb the peace of others (no bikes, balls or toys allowed). Failure to supervise children may result in removal from the premises.

#### BOOKINGS & PAYMENT

To confirm your booking at the Tap House, the Hire Fee must be paid in full on the website, along with any refundable bond amount required. Catering must be paid directly to the caterer at least one week prior to your function, unless otherwise agreed. Bar Tabs must be settled at the conclusion of the function or event. Public Holidays incur a 15% surcharge.

Upon payment, you are here-by agreeing to the terms and conditions listed within this document for your function or event at the Tap House. These terms and conditions are subject to change without notice.

#### FINAL NUMBERS

Final numbers and menu selection must be confirmed at least one week prior to your function. The numbers provided at this time is the minimum number of guests for which you will be charged. Any additional numbers will be charged accordingly on the night by the Caterer however there is no guarantee that the caterer will have produce on hand to accommodate.

#### CANCELLATION

If a confirmed booking is cancelled with less than two months' notice, a 25% cancellation fee applies to the total fee. If a confirmed booking is cancelled with more than two months' notice the payment may be carried over to another date or event. If a confirmed booking is cancelled with greater than four months' notice a full refund of the payment will be provided.

**Note:** we reserve the right to cancel and refund any bookings processed that do not meet our T&C's.



### **PERSON UNDER 18 YEARS OF AGE / RESPONSIBLE SERVICE OF ALCOHOL**

Guests under the age of 18 are permitted to be on the Tap House premises when in the company of a responsible adult. Hirers of the function or event will be held responsible for all guests under 18 years. Alcohol must not under any circumstances be supplied to a minor. The Tap House staff will refuse to serve alcohol to any guests unable to show suitable proof of age identification and in addition reserve the right to refuse service to anyone showing anti-social behaviour or signs of intoxication.

### **EXCLUSIONS**

Due to the Tap House being a licensed premises. We do not accept children's birthday parties, 18<sup>th</sup>'s, christenings, or naming ceremonies. We also don't permit 18<sup>th</sup> birthday parties. We do not serve shots, doubles, or spirits on ice. Note: we do accept 21<sup>st</sup> birthday parties, however a security guard must be added to the booking at a cost of \$45 per hour.

### **PET FRIENDLY**

You are welcome to bring your dog/s to the Tap House. However, dogs are not permitted in the Poultry Shed and must always be kept on a lead. All dog poops must be picked up by its owner and disposed of in the provided dog waste bags. A water bowl is available at the Doggy Station at the rear of the Bus Stop.

### **CONDITIONS OF ENTRY**

The Tap House has a list of conditions of entry that must be adhered to always [click here](#)

### **BUMP IN / BUMP OUT**

For all bookings, the space will be available 30 minutes either side of your function time; if you require deliveries to occur outside of these times, please advise us prior to your function or event. We have limited storage on site, thereby any items must be delivered during the bump in / bump out times.

Note: items left unattended onsite are at your own risk; and the Tap House accepts no liability for loss or damage of property.

### **CAKEAGE**

You are welcome to store the cake on premises. A \$50 cakeage applies. If porcelain plates and cutlery is required for guest. A \$1.00 per person cakeage fee applies and \$2.00 per person if sides are required e.g., custard, ice-cream etc.



## **FURNITURE**

There is limited opportunity for any furniture to be moved within the Tap House.

Furniture in the Gable can be tweaked minimally to allow for a dance floor and cake table but must be requested and approved prior. Due to the nature and design of furnishings in the Poultry Shed, the furniture in this area cannot be moved and must stay in its original position. There is also limited space available for a dance floor or musician in the Poultry Shed.

Note: you or your guests are not permitted to move furniture under any circumstances.

## **DECORATIONS**

Limited styling is permitted to be added to function spaces. Any requests for displays, setups, signage, and decorations etc. must be requested and approved in advance. No decorations are to be fixed to the walls or ceiling and any flowers and table arrangements, balloons, photos boards etc. must be free standing i.e., standalone structures.

## **MUSIC AND ENTERTAINMENT**

The Tap House has its own music. During operating hours music is played through the greater Tap House sound system. If you have a function, music genre and song requests will be accepted and included in the overall venue music.

When the Tap House is not open to the public, the Gable and Poultry Shed have audio systems available which allow music to be played from a smart device throughout the course of your ceremony and/or reception. In addition, a musician or DJ may be booked (at your cost) upon approval. Bands are only permitted when the entire Tap House premises is hired, and must be on the outdoor stage, not indoors.

Note: approval must be sort prior to booking being accepted for all entertainment. We reserve the right to refuse any entertainment that we deem to be inappropriate.

## **RESPONSIBILITY**

Upon booking confirmation and payment, you accept financial responsibility for any additional cleaning, breakage, or damage to the premises because of yourself and your guests. In addition, the Tap House will not accept responsibility for loss or damage to personal property left within the Tap House during or after the function or event.

## **SECURITY AND PROPERTY SURVEILLANCE**

The Groundz conducts CCTV and digital surveillance of its entire premises, including the Tap House. The Groundz may use or disclosure CCTV and digital surveillance for security purposes to law enforcement for use in connection with the detection, investigation or prosecution of an offence, disclosure for a purpose that is directly or indirectly related to the taking of civil or criminal proceedings or use or disclosure that is reasonably believed to be necessary to avert an imminent threat of serious violence to persons or of substantial damage to property. By booking with the Tap House, you agree to this policy.