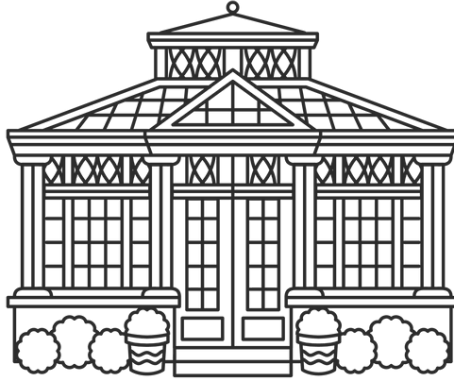


EST. 1998



THE CONSERVATORY CAFE

TERMS & CONDITIONS

FUNCTION COST

Whilst we do not charge a venue hire fee or have a minimum number of guests required, we do have a minimum spend for a function (see below). This can be spent across food & beverages. Please see our function menu options on our website. We cater per person for the number of people you have attending to ensure all guest receive enough food. We have a maximum capacity of 120 guests.

DAY FUNCTIONS

- Day functions for a 3-hour time block require a minimum spend of: \$2000 in 2024.
- Day functions for a 4-hour time block require a minimum spend of: \$2600 in 2024.
- Day time functions are booked in at the 3-hour time block, if you wish to have the 4-hour time block please advise us when booking.
- The bar will close at the end of your time block and you will need to settle the bill.
- You will be required to vacate the premises within 30 minutes after the function end time. This allows you time to say goodbye to your guests and pack up your decorations etc. Functions exceeding this timeframe may incur additional charges of \$250 per 30 mins.
- Due to liquor licensing NO alcohol is to be consumed outside the Café or past the outdoor paved area in front of the Café.
- Strictly NO alcohol is to be consumed in the gardens, playground or car park. Guests are not permitted to bring their own alcohol as we are licensed.

NIGHT FUNCTIONS

- Evening functions are a 4-5-hour time block & require a minimum spend of: \$2800 in 2024
- Due to liquor licensing NO alcohol is to be consumed outside the Café or past the outdoor paved area in front of the Café.
- Strictly NO alcohol is to be consumed in the gardens, playground or car park. Guests are not permitted to bring their own alcohol as we are licensed.
- Music must be kept at an acceptable level that does not cause nuisance to the bordering properties. Music must cease at midnight.
- Due to liquor licensing the bar will close at midnight, any final drinks must be purchased prior to midnight. Please advise your guests.
- Your guests must vacate the grounds by 12.30am under council regulations. Any guests that are intoxicated and found to be acting in an unacceptable manner shall be asked to leave.

21ST BIRTHDAY CONDITIONS (IN ADDITION TO ABOVE)

- \$1000 Bond (refundable at end of function unless there are any damages or excessive mess)
- Two in house Security/Doormen \$200 each (this is council regulation in a residential area)
- 60/40 Ratio - guests must consist of no more than 60% young adults and 40% family or mature age adults (this is a council regulation we have been given)
- No guests under the age of 18 years will be served alcohol. I.D. is required upon entry and a guest list must be supplied.

GENERAL FUNCTION INFORMATION

- Cancellations - Full deposit will be refunded on cancellations received 60 days prior to the function date. If a function is booked less than 60 days in advance the deposit is non-refundable.
- Full balance is required at the conclusion of your function by Cash, EFT or Credit Card, NO cheques.
- Our Function Manager will contact you on the Monday prior to confirm your numbers & food package choices and any other requirements.
- Due to food safety regulations NO outside food can be brought to your function besides a celebration cake, packaged lollies and packaged potato chips/nuts.
- We provide all functions with a sound system to which you can plug in your phone/iPod/laptop or we can play our own background music for you. A microphone is available for speeches should you wish.
- The Conservatory Café is a lovely setting both day and night, but you are more than welcome to add your own decorations, but these must be removed at the conclusion of your function.

HELPFUL INFORMATION

- We have many different menu packages available. If you do not already have a copy of these please visit our website to download a copy. When we contact you on the Monday prior please have your final numbers & food choices ready and advise us if there are any dietary requirements.
- The Conservatory Café is a lovely setting both day and night, but you are more than welcome to add your own decorations. If you are stuck for ideas, please visit our Facebook page where we have plenty of previous function photos to give you ideas. Look up The Conservatory Café at Wyreena on Facebook or follow link from our website. We have fairy lights in our hedges, trees & gutters and these are on for all evening functions. We also provide a blackboard sign at the entrance welcoming your guests to your function. When we contact you on the Monday prior to your function, times can be discussed for when you would like to come in and decorate.
- We provide all functions with a sound system to which you can plug in your phone/iPod/laptop or we can play our own background music for you. A microphone is available for speeches should you wish.
- You are welcome to arrange a DJ/Musicians for your function, just contact us to arrange a time for them to set up

LOLLY BUFFETS

Lolly buffets have become immensely popular recently and you may wish to have one. We do NOT have a set of jars however these can be found at many discount stores such as Kmart, Spotlight etc. as well as lolly bags & scoops. NO homemade or purchased sweet items such as biscuits, donuts, macarons etc. can be brought in due to food safety laws. We are happy to get these from our suppliers should you wish.

BAR TAB

It is up to you how much of a bar tab you wish to provide to your guests, however, keep in mind the minimum spend must be reached across your food and beverages combined. You can choose which drinks you wish to provide on your tab. If you are capping your tab, we suggest writing "Limited bar tab" on your invites this way your guests will know to bring cash for once this runs out or they can pay by EFTPOS. If you wish for guests to pay for all their own drinks, we suggest writing "drinks at bar prices" on your invites.

EVENT HIRE

The Boutique Hire Co. is a local hire business in the Yarra Valley with a great range of lawn games, décor, props, wine barrel tables & more to style your event. <https://www.theboutiquehireco.com.au/>
<https://www.facebook.com/the.boutique.hire.co/>