

# TERMS AND CONDITIONS

1. The venue will be available to the client from the start time of the booking until the finish time. Please ensure you incorporate any set up and pack down times when making your booking.
2. Any bookings outside of Arena Joondalup's normal operating hours of 8.00am to 9.00pm will incur additional charges.
3. A \$500 - \$1,000.00 bond is required to secure your booking. This will be returned within 14 days after the function, or upon all terms and conditions being met.
4. All room hire, food and beverage fees are required to be settled with full payment three working days prior to the function date.
5. Cancellation Details:
  - Cancellations notified to Arena Joondalup in writing thirty days prior to the function will be reimbursed the full deposit.
  - Cancellations notified to Arena Joondalup less than thirty days prior will forfeit their deposit.
  - Cancellations received less than forty eight hours prior to the function will be charged at full quoted price for the function (bond will be refunded).
6. A 20% surcharge on public holidays is applicable.
7. Prices are subject to increase without notification except where the quotation has been received.
8. Confirmation of numbers must be received by five working days prior to the function, unless special arrangements have been made. The final balance will be to this confirmation unless an increase occurs.
9. Arena Joondalup is a Government building and smoking is strictly prohibited inside the venue, and within 5m of any entrance or window.
10. Any damage arising from your function other than expected wear and tear will be charged in full and deducted from the bond.
11. Any decorations to be displayed must be authorised by Arena Joondalup's Business Development Coordinator prior to the booking. Any repairs to Arena Joondalup required as a result of the placement of decorations will be charged to the client.
13. Any electrical installations or hanging fixtures must have the authorisation, and approval once installed, of Arena Joondalup's Events and Facilities Coordinator (or their delegated representative).
14. Arena Joondalup will not be held responsible for the loss or damage of personal or other belongings, however reasonable effort during your function will be made to secure these items.

15. Arena Joondalup is licensed until midnight. If you require a late license one can be obtained given four weeks notification. A fee of \$70 is payable on application.

16. Arena Joondalup reserves the right to switch bookings between rooms of comparable standard if necessary. However every effort will be made to provide space as originally booked.

17. All equipment, chair and table requirements are to be advised by the client 72 hours before the function/event.

18. All deliveries to Arena Joondalup are to be advised to the bookings office in advance and are to be marked clearly with date and name of the function. Return of goods at conclusion of the event is the organisers responsibility.

19. Two security guards are required for the first 100 guests, then one security guard required for every 100 after that.

## SPECIAL CONDITIONS

Arena Joondalup is a Licensed Venue and therefore special conditions will apply to functions that have an alcohol component.

- a) No alcohol or food will be allowed to be brought on site with out the written authority of the Arena Centre Manager.
- b) All patrons under the age of 18 years attending functions must be accompanied by a consenting guardian whom must be over the age of 18 years.
- c) Any person found providing alcohol to a minor will be immediately ejected from the venue and the result of this could cause for the function to be terminated and / or criminal charges being laid.
- d) All patrons attending the function must have on their person a photo ID. Photo ID must be produced on demand by security/crowd controllers and or bar staff or management. Failure to do this will result in the person in question being deemed to be a minor and points b) and c) will apply.
- e) It is the host of the function (hirer) responsibility to ensure the special conditions are complied with. Any failure to do so may result in the early closure of the function and the retention of all bonds and monies paid in advance to compensate for any potential loss of income.
- f) The Duty Manager for the function has the final say on decisions relating to the above on the day of the function and their decision will be final.
- g) Last drinks are served 15 minutes prior to the completion of the function.

