



TERMS & CONDITIONS

BOOKING CONFIRMATION

Your booking will be confirmed once we receive a final confirmation of event details with credit card details and a 10% deposit of the event quote paid. The initial payment of 10% will be issued via invoice. Deposits can be paid via direct deposit or credit card. Surcharges apply to all credit card transactions. Please request payment over the phone should you wish to pay via EFT.

You are required to organise payment of the deposit within 48 hours after which an invoice for the remainder of the quote will be sent. If the deposit is not returned, the venue has the right to release the space after this time.

CANCELLATIONS

We appreciate that circumstances may occur, which could make it necessary for a function to be cancelled. In all instances written notice is required and the following conditions will apply:

- Cancellations 30 days in advance will receive a full refund.
- Cancellations 30 days to 7 days in advance will receive a 50% refund.
- Cancellations for events starting within 7 days are non-refundable.

FINAL DIETARIES & GUEST NUMBERS

Final dietaries are to be finalised 7 days prior to the event date. Tentative guest numbers are required 14 days prior with firm guest numbers finalised 7 days prior to the event date.

PRICE VARIATIONS & SURCHARGES

Although every effort is made by Rising Sun Workshop Management to maintain menu prices as printed, price variations may occur at the discretion of managements. Menus are subject to seasonality and can change without notice. A 10% service charge is applied to all bookings of 6 or more guests.

FINAL PAYMENT

Final payment of the event quote is required 7 days prior to the event. The credit card on file will be charged and a receipt sent, unless another payment format has been requested. Any additional charges incurred between this time and throughout the duration of your event will be charged to the credit card on file on conclusion of the event. In the event that guests can not attend on the night, no refund will be issued from the confirmed numbers. Alternative payment options include: credit card, cash or direct debit. No cheques will be accepted.

MINIMUM SPENDS

A minimum food and beverage spend will apply to events and is reflected in the quote. In the instance the agreed minimum spend is not reached, the remaining amount will go towards venue hire and will not be refunded. A venue hire is charged in addition to the minimum spend and will vary based on peak seasons. Venue hire will be subject to change due to any additional labour required for the event. A 10% service fee is applied to the minimum spend for all functions and event.

FOOD & BEVERAGE POLICY & LICENSING

Due to the nature of the venue's license and policies, we are unable to permit patrons, guests or invitees to bring liquor or food onto the premises. Any guests that breach this will be asked to leave the premises immediately and further action by management may be taken. Our package offerings can be customised to accommodate guest preferences and include specific items as required.

CAKEAGE

\$2 per head cakeage fee applies to all restaurant bookings and events wishing to bring external cakes in. This covers basic requirements of presenting & service. Guests must notify the event manager when final menu items and dietary requirements are due 72hrs prior to your event.

RESPONSIBLE SERVICE OF ALCOHOL & MINORS

Responsible Service of Alcohol applies to all events. All guests under the age of 18 must have a guardian remain at the event at all times during their stay. All minors must remain a minimum of 10m from any bar area. Due to the nature of the venue, minors cannot be unaccompanied in the workshop space.

PROPERTY & DAMAGES

Rising Sun Workshop will take all due care with client/guests and third-party property; however, we do not take responsibility for any items that have been left behind, lost, stolen or damaged during your event. The organiser is financially responsible for any damage to the venues' property and equipment as a result of your event, along with any damages to equipment hired for use during your event.

DECORATIONS

Any decorations or alteration to the space must be approved by the event manager ahead of the event date. Rising Sun Workshop does not allow any decorations to be put on tables or brought in for large table bookings. Anything deemed inappropriate will be removed at the discretion of the staff.

Management takes no responsibility for damaged decorations or furnishings that are not compatible with the decorations you have supplied.

ADDITIONAL EQUIPMENT & ENTERTAINMENT

All equipment and entertainment provided by the client must have prior permission from our event coordinator. The venue takes no responsibility if your provided equipment is incompatible throughout your event (prior testing can be arranged on request). If you wish to arrange a DJ or any other form of entertainment, they must be approved by our event coordinator. Please note that strict sound limitations apply and management reserves the right to control the volume of any entertainment.