

TERMS AND CONDITIONS

Final Details

All final details must be confirmed by midday of the Wednesday of the week prior to your event. This includes menu selections and guest numbers. Any changes that occur within 48 hours of the event may incur a late change fee.

Minimum Spend -

Minimum spend can be used towards catering and preselection of food and beverages for your guests throughout the time of the booking. If you go over the minimum spend, that amount is added to your final bill, and if under the minimum spend the remainder will show as a room hire fee.

Invoices -

For internal events paid via invoice, the full minimum spend must be paid 2 weeks prior. Any difference will be charged the day after the event. External event invoices must be paid in full 1 week prior to the event.

Lounge Bookings -

Bookings in the Lounge of over 15 people are subject to a minimum spend of \$10 per head. This minimum spend will be calculated based on the number of guests confirmed at the beginning of the week. Any cancellations or rescheduling of a booking within the week of the event, will be charged the minimum spend as a cancellation fee.

Operating Hours -

Monash Club opens at 8.30am and closes at 5pm. If your booking starts at 8.30am you will not have access to the building until 8.30am. Access for events outside of these times will incur an outside of hours fee. The fee will be subject to the event.

Cancellation / Date Change - Internal Events

Date changes can be arranged free of charge up to 7 days of the event, however the subsequent cancelling of this event at any time will incur a 25% total event cost. Cancellation within 14 days of the event will incur a fee of 25% of the minimum spend. Cancellation or rescheduling within 7 days of the event will incur a fee of 50% of the event cost. Cancellation or rescheduling within 48 hours of the event will incur the full cost of the event.

Cancellation / Date Change - External Drop Off Events

Date changes can be arranged free of charge up to 7 days notice. Cancellation or rescheduling up to 2 days of the event will incur a fee of 50% of the total costs of the event. Rescheduling or cancellation within 48 hours of the event will incur the total costs of the event.

Cancellation / Date Change - External Staffed Events

Date changes can be arranged free of charge up to 14 days notice. Cancellation or rescheduling within up to 7 days of the event will incur a fee of 25% of the total costs of the event. Cancellation or rescheduling within up to 2 days of the event will incur a fee of 50% of the total costs of the event. Rescheduling or cancellation within 48 hours of the event will incur the total costs of the event.

Cancellation / Date Change - Custom Menu

Custom menus require a minimum of 4 weeks notice prior to the event date. Any changes to a confirmed custom menu may be subject to availability and additional costs. Cancellation or rescheduling of a custom menu within 2 weeks of the event will incur 50% of the catering cost. Cancellation or rescheduling of a custom menu within 7 days of the event will incur the full catering cost

Event Timings -

The preferred timing for events set out by the organiser cannot be guaranteed in the circumstances of late arrivals, undisclosed dietary requirements, last-minute guest additions etc. The Monash Club organises event timings based on the information confirmed in the final event order, and does not take responsibility for delays caused by unconfirmed information.

Charged on Consumption -

The prices reflected for drinks or food charged on consumption are estimates. The final price will be calculated on the day, based on what is ordered by guests during your event.

Menus -

While we try our best to cater for all dietaries, please be advised that cross-contamination may occur in our kitchen. Menus and prices are subject to change. Any events that are within one month of a menu or price change will have their original food cost and catering upheld. Events further out than one month will be subject to change in accordance with the menu/price changes. Any alterations to our menus will come at a fee, which is dependant on the change.

Takeaway -

Takeaway boxes will be charged at 50c per box. Monash Club is not liable for any food safety risks once a host or guest takes leftover food from an event. The correct storing and consumption of food after the fact is then the responsibility of said host/guest.

Catering Services -

Monash Club provides full catering services. No alcohol or private catering can be brought into the venue with the exception of cakes. There is a \$2.50 per person cakeage fee.

Conduct of Guests -

The host and all guests attending the event shall conduct the function in an orderly manner in full compliance with the applicable laws and regulations. Dress code for the venue is smart casual.

Final Details

Monash Club organises and sets your event as per the final signed Banquet Event Order. Monash Club does not take responsibility for missing or incorrect information following the signing of this document. Any events with unsigned documents, will be run as per last communication, and we do not take responsibility for unconfirmed information.

Duty of Care -

Whilst all care is taken before, during, and after an event, Monash Club will not be held responsible for any damage or loss of property on premises. The client accepts full responsibility for any damage to the venue, its equipment, or fittings caused by the client, client's guests or external contractors engaged by the client prior to, during, or after an event

Emergency Evacuation Plan -

Monash Club can supply an evacuation plan on request.