

HIGH CHURCH

TERMS AND CONDITIONS FOR HIGH CHURCH PLEASE READ CAREFULLY, PRINT AND THEN SIGN BELOW

Confirmed Bookings

By signing this agreement to have deemed to have understood the terms and confirmed your booking as per phone conversation, email, booking form or other counterpart. The times in this agreement are of the essence of this agreement.

Proposal Validity

Due to seasonal availability, market trends and suppliers price increases; all quotes are valid for 30 days. After this period your proposal may become void and a new proposal drawn. We will always keep you informed of any changes.

Booking Confirmations

A confirmation of a quoted booking is required with 7 days of the issued quote, otherwise we cannot guarantee that your requested date will still be available. We will however do our best to accommodate late bookings and confirmations. Final details including guest numbers will be agreed 14 days prior to your function. We are flexible with guest numbers and times however the catering team has final say.

Deposit and Payment

Payment of 50% of the quoted venue hire is required to confirm your date. 50% of the catering and other incidentals is required within 30 days of confirmation, unless your event is within that time where full payment will be required 7 days prior to the event.

Cancellations

Cancellation of a confirmed booking must be made in writing or email 30 days prior to the arranged date of the function and incur a 50% cancellation fee. Cancellation of a confirmed booking under 7 days prior to the arranged date must be made in writing or email and incur a 100% cancellation fee. Fee's may be waived, wholly or part thereof, for exceptional circumstances but is solely up to the discretion of High Church & Pure Catering.

G.S.T and Surcharges

Prices quotes will clearly show GST. We charge 20% extra for public holidays. We also evoke the right to charge a fee for menu substitutions where the menu has to be developed by our chef. Standard deviation of the menu will not incur a charge. Prices and G.S.T are subject to change at any time.

Damages & Lifts

The client will be responsible for the loss or destruction of, or any damage to, any High Church property or for any claim for any loss, damage or injury however caused by the Client or its employees, agents, contractors or guests. The venue will assume no responsibility for damage or loss of any merchandise, printed matter or art placed in the venue prior to, during or following events. Candles must always be in containers. No items are to be nailed, screwed, stapled or adhered to walls, doors or other surfaces in High Church venue. All breakages or damaged equipment will be charged on your invoice for payment following the event. Any damage to linen i.e. wax stains; burns or tears will incur a full replacement fee. The lift is only to be used for disabled and frail clients. The lift is only to be operated by a staff member of Pure Catering or Fresh Events.

Insurance

The venue will take care but accepts no responsibility for damage to or loss of property left on premises prior to, during or after an event. The venue recommends that the Client arrange its own insurance and security if required.

Dress Code

High Church provides a safe environment for staff and patrons and therefore requires all guests to wear suitable footwear at all times whilst on the premises.

Security

In some cases High Church may deem it necessary to have security on site for your event. In this case the client will be responsible for the cost of security officer(s).

Bump in / Deliveries

You must bump in any extra theming/flowers/furniture/equipment for your event within the times you have pre-booked. If you think you will require extra time for your bump in then we recommend you discuss this with us to ensure we can accommodate your requirements.

Music & Entertainment

All entertainment must be booked and/or authorized through us. High Church makes every effort to ensure the impact of events, patrons and other venue related noise does not negatively impact on local residents and businesses in the area. Therefore the following requirements must be met in order to hire the High Church event space:

Sound Restrictions

Sunday to Thursday sound must be kept under 87 decibels until closing. Friday and Saturday sound must be kept under 87 decibels in until 10 PM, then 79 decibels until 11 PM. Live music amplified and non-amplified must finish at 10pm, which can then be followed with iPod/DJ till 11 pm.

Speakers and Noise Readings

Speakers are to **always face inward at least 3 meters in from the main doors of High Church**. Noise readings will be taken 3 meters from the speakers, every 20 minutes during the event. High Church supplies a book to record all noise readings as a safeguard. No amplified music or microphones on the terrace or any outdoor area at any time.

Closing the Church Doors

The front doors of High Church and the doors to the foyer must be closed at 10PM. The doors are only to be opened when patrons use them to access the amenities, and for those patrons coming back inside. This helps to keep noise levels to a minimum.

Venue Operating Hours:

Sunday to Thursday 7am to 10pm
Friday & Saturday 7am to 11pm

Staffing

All staff (unless previously stated as included in your package) will be charged at an hourly rate excluding GST, with a minimum of 4 hours per staff member. Chefs are paid from base to base.

Waste Disposal

Pure Catering will attend to any rubbish or waste as a result of their operations as catering & venue provider. Any additional rubbish brought into High Church by the client must be removed from the site and taken away. If you require assistance we can provide you with supplier details or make arrangements for you at a price to be invoiced.

Left-over's

Any left-over food will be thrown away unless the client requests that they are to be kept. If they are to be kept then the client accepts ALL responsibility for them, their storage and their safety. Pure Catering does not accept any responsibility for food left after the conclusion of the function.

Special Dietary Requirements

Any special dietary requests will be considered, however, we do work from a premises that has contact with milk, egg, peanut, tree nuts, shellfish, fish, sesame, soy and most other allergen or Anaphylaxis causing foods. We will do our best to minimize or avoid exposure to these foods, however we make no guarantees or warranty. By signing this document, you agree to indemnify Pure Catering against adverse reactions caused by food allergies.

I _____ **have read and understood the terms and conditions for High Church & Pure Catering**
(print name)

Customer Signature _____

Date _____

Alternatively, by paying your deposit, you agree to adhere to the above said conditions.