



Function Terms and Conditions

Venue Hire & Minimum Numbers

- Guests must meet minimum number requirements as outlined in each function package; minimum number requirements may be altered at any time at the discretion of management.
- To be eligible for promotional free venue hire guests must meet minimum number requirements as outlined in each promotional offer; minimum number requirements may be altered at any time at the discretion of management.
- Should guests not meet minimum number requirements, a venue hire fee of \$2500 may be paid and can be used toward food consumption only.

Deposits & Confirmation

- Whilst we are delighted to accept tentative bookings, confirmed bookings will not be secured until deposits are received.
- A \$300 non-refundable deposit or credit card details are required to confirm all function bookings.
- All deposits must be received within 14 days of the initial booking to confirm the date held.
- If a deposit is not received within 14 days, O'Sheas Machans Beach reserves the right to release the booking.
- A guaranteed number of guests must be advised 7 days prior to the date of the event; this will be regarded as the minimum number for catering and charging purposes. Additional guests after this time will be charged for and must be paid on the day of the event.

Accounts & Payment

- The total balance of payment is required 7 working days prior to the event. If final payment is not received by this date, O'sheas Machans Beach reserves the right to cancel the event.
- A 10% surcharge will apply to all events held on a Sunday or Public Holiday.
- Should you choose to pay for beverages on a limit basis, the beverage limit must be paid for prior to the event by either cash or credit card. A credit card preauthorisation will be required prior to the commencement of the event. Guests wishing to increase their spend may do so on the day of the event.
- Prior to an event proceeding the following documents must be signed and returned:

Credit Card Authorization

Terms & Conditions

The event will not proceed without the signed documentation.

Cancellation & Postponement Policy

- In the event of any unforeseen circumstances beyond our control that causes the cancellation of the booked event, no other claims may be made against the O'Sheas Machans Beach other than the funds already held.
- In the event of postponement of your function O'Sheas Machans Beach will require a notice period of 14 days and will continue to hold any monies paid to date as assurance.
- In the event to cancellation of your function, O'Sheas Machans Beach will require a notice period of 14 days & will therefore as outlined above retain the security bond amount of \$300

Catering

- All menu selections must be confirmed within 14 days of the event. The Executive Chef reserves the right to select the menu if selections are not received by this date.
- No catering, external food or beverage items are to be bought on to the premises with exception to celebration cakes
- A cakeage fee of \$40 will be charged for serving cake and will include side plates, cutlery & serviettes

Venue Space & Damages

- O'Sheas Machans Beach reserves the right to reallocate function space if deemed necessary for the comfort and wellbeing of our guests.
- The event organiser is responsible for *any damage* caused by guests or contractors to the grounds and property and will be charged accordingly.
- Venue hire is for a maximum of 5 hours only and may be extended at manager's discretion. (Additional room hire charge)
- Obligations under the liquor act regulations (as amended from time to time), all functions held at O'Sheas are to conclude at 11:30pm, all music must be at a reasonable decibel level in accordance with our liquor licence
- No food or beverages purchased externally are to be brought onto the premises of O'Sheas Machans Beach.
- Payments are to be made by either Cash or Credit Card, No Cheques will be accepted unless funds have been cleared prior to the event.

Insurance

- O'Sheas maintains insurance over its own plant, equipment and chattels and has the appropriate public and product liability insurance. Should the client bring or supply any of their own items to a function then the individual will be responsible for their own insurance coverage for such items.

Smoking

- O'Sheas is a non-smoking venue. Provision is made for smokers in designated areas outside the front of the venue. Clients are asked to ensure that their guests dispose of their cigarette ash/butts and matches thoughtfully, using ashtrays provided. Any damage sustained to O'Sheas from non-compliance with our smoking policy will be charged to the client.

Consumption behaviour

- It is illegal to serve alcohol to any person who is believed to be intoxicated and O'Sheas reserves the right to refuse the supply of alcohol to such persons. O'Sheas promotes the responsible service of alcohol and reserves the right to ask intoxicated or disorderly patron to leave the premises at any time.
- It is illegal to serve alcohol to any person/s under the age of eighteen years and O'Sheas reserves the right to request valid and current identification in the form of a driver's license, 18+ card or passport to prove this before serving alcohol to guests. Minors are permitted on premises if accompanied by a parent or guardian.

I _____ hereby agree to the above terms & conditions.
Please find enclosed my deposit of \$ _____ paid by (method of payment) _____
for my function on (date) _____.

Signature _____ Date: _____

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