

TERMS & CONDITIONS OF HIRE

Vita Events Pty Ltd

BOOKING & CONFIRMATION

- A 20% non-refundable booking deposit is required to secure your event date and venue hire. This deposit is strictly non-refundable under any circumstances, including cancellation, postponement, change of mind, reduction in guest numbers, or inability to proceed with the event.
 - Bookings are only confirmed once the booking deposit has been received.
 - A refundable security bond of \$1500 is required and must be paid via direct bank transfer no later than fourteen (14) business days prior to your event date.
 - Final payment for the event must be paid in full no later than fourteen (14) business days prior to the event date.
 - Failure to make payments by the due dates may result in cancellation of your booking and forfeiture of monies paid.
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SECURITY BOND

- The venue will be inspected by management following your event.
 - Any damages, breakages, excessive cleaning, missing items, overtime charges, or breaches of these Terms & Conditions may result in deductions from the security bond.
 - If no issues are identified, the bond will be refunded within five (5) business days after the event via direct bank transfer.
 - If damages or costs exceed the bond amount, the Hirer agrees to pay all additional charges invoiced by Vita Events Pty Ltd within seven (7) business days.
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CANCELLATIONS & POSTPONEMENTS

- All cancellations and postponement requests must be submitted in writing.
 - Cancellation within fourteen (14) days of the event date will result in forfeiture of all monies paid.
 - Events may be postponed once only, subject to venue availability and management approval.
 - Full payment of the venue hire balance is required to secure a postponed event date.
 - If a postponed event is later cancelled, all monies paid will be forfeited.
 - Reductions in guest numbers, hired items, or services after final confirmation are not eligible for refund or credit.
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EVENT DETAILS & FINAL CONFIRMATION

- Final guest numbers, floor plans, furniture selections, external vendor details, and event information must be confirmed no later than fourteen (14) days prior to the event date.
 - The venue may only be used for the purpose approved and outlined on the signed Event Plan.
 - Vita Events reserves the right to cancel or refuse an event where misleading or false event information has been provided.
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VENUE CAPACITY

- Maximum seated capacity: 100 guests
 - Maximum cocktail/standing capacity: 180 guests
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VENUE HIRE TIMES

- Venue hires times commence and conclude strictly as outlined on the Event Plan and Invoice.
 - All guests, decorations, personal belongings, hired items, and external supplier equipment must be removed by the conclusion of the booked hire period.
 - Additional time used beyond the agreed booking period will incur overtime charges of \$150 per hour.
 - Overtime after 12:00am will incur charges of \$150 per half hour.
 - Clients are responsible for ensuring sufficient bump-in and bump-out time is included within their selected hire package.
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BUMP-IN & BUMP-OUT

- Roller door access and driveway access are available for approved supplier bump-in and bump-out only.
 - No guest vehicles are permitted within the driveway or fenced areas during the event.
 - Bump-in is the allocated time for suppliers and stylists to deliver and set up event items.
 - Bump-out is the allocated time for suppliers and the Hirer to remove all belongings and hired items from the venue.
 - All suppliers must comply with approved venue access times.
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FOOD & ALCOHOL

- Vita Events is a BYO venue and is not a licensed premises.
 - Alcohol may be supplied to guests free of charge but must not be sold under any circumstance.
 - External catering companies, food trucks, and vendors are permitted subject to venue approval.
 - No cooking, deep frying, or open flame cooking is permitted inside the venue.
 - Responsible service and consumption of alcohol must be adhered to at all times.
 - Vita Events reserves the right to cease alcohol consumption or remove intoxicated guests from the premises.
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STAFFING & SERVICES

- A Venue Floor Manager will be onsite during the duration of your event for venue-related support and general assistance.
 - Waitering, bartending, food service, beverage service, and roaming staff are not included in standard venue hire packages and are available at an additional cost upon request.
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SAFETY & SUPERVISION

- Children under the age of 18 must always remain supervised by a parent or guardian.
 - The Hirer accepts full responsibility for the safety and behaviour of all guests attending the event.
 - Emergency exits, roller door access points, and entryways must remain clear at all times.
 - 18th birthday parties are not permitted at the venue.
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BEHAVIOUR & CONDUCT

- The Hirer is responsible for the conduct and behaviour of all guests, suppliers, contractors, and attendees.
 - Vita Events reserves the right to refuse entry, remove guests, cease alcohol consumption, or immediately end an event where behaviour is deemed unsafe, aggressive, intoxicated, unlawful, or in breach of venue policies.
 - No refunds will apply where guests are removed or events are ended due to breaches of venue rules or venue policies.
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DAMAGES & LIABILITY

- The Hirer accepts full responsibility for any loss, theft, damage, breakages, vandalism, excessive cleaning, or repairs caused by the Hirer, guests, suppliers, or contractors attending the event.
 - Associated costs may be deducted from the security bond, and additional charges may apply where required.
 - Vita Events accepts no responsibility for loss, theft, injury, or damage to personal property brought onto the premises before, during, or after the event.
 - The person signing the Event Plan and Terms & Conditions accepts full personal responsibility for all payments, damages, and obligations relating to the event booking.
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VENUE RESTRICTIONS

- Smoking is not permitted inside the venue or toilet facilities.
- No nails, screws, staples, pins, adhesives, blu-tac, tape, velcro, or fixings may be attached to venue walls, floors, doors, windows, ceilings, or furniture.
- No fireworks, smoke bombs, coloured smoke, paint, water balloons, confetti cannons, or open flames are permitted.
- Outdoor furniture supplied by the venue must remain outdoors.
- Tablecloths are required when using venue tables and must be supplied by the Hirer.
- No cooking oils, stains, or marks are to be left on outdoor concrete surfaces.

CLEANING

- General after-event cleaning is included within the venue hire package.
- The Hirer remains responsible for removal of all decorations, personal belongings, gifts, catering items, and supplier equipment at the conclusion of the event.
- Excessive cleaning requirements may result in additional cleaning charges and deductions from the security bond.

PARKING

- Street parking is available surrounding the venue.
- The Hirer and guests must ensure surrounding driveways and neighbouring properties remain unobstructed at all times.
- Vita Events accepts no responsibility for illegally parked vehicles or fines incurred by guests.

EXTERNAL SUPPLIERS

- Full details of all external suppliers and vendors must be provided at least fourteen (14) days prior to the event date.
- External suppliers must comply with all venue access times, setup procedures, and venue rules.
- Suppliers who fail to comply with venue rules may be refused access to the premises.

PUBLIC HOLIDAYS

A 10% surcharge applies to all venue hire bookings held on Public Holidays.

UNFORESEEN CIRCUMSTANCES

- In the event of government restrictions, natural disasters, emergencies, pandemics, or circumstances beyond the venue's control affecting the event, Vita Events reserves the right to postpone or reschedule the booking subject to venue availability. Standard cancellation policies will continue to apply.
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