



TERMS & CONDITIONS

BOOKING AGREEMENT

FACTS & PARTICULARS

NUMBER OF GUESTS & CAPACITY

Seawinds Room & Deck:

Seated 60 guests, Standing canapes 100 guests

Harmony Function Room:

Seated 100 guests, Standing canapes 120 guests

Seawinds & Harmony Rooms:

Standing canapes only 200 guests

ROOM & VENUE HIRE FEES

Seawinds Room & Deck:

3 hrs \$800 5 hrs \$1,000

Harmony Function Room:

3 hrs \$1,000 5 hrs \$1,200

Seawinds & Harmony Rooms:

5 hrs \$2,200

Ceremony: Courtyard or Front Lawn:

\$1,200 for 2 hrs

Corporate Meetings

6 hrs \$500

Additional hrs: \$100 per hour

HOW TO BOOK

- Contact us with your proposed event date, a member of our team will be in touch to hear your plans
- Book and confirm the date with a deposit of 20% for the food and also the full room hire fee
- Confirmation of your deposit will be sent via greyfoxxcatering@gmail.com

You will receive two invoices:

1. Deposit invoice to lock in your date (the deposit invoice is valid for (30) days once sent)

2. Final invoice due (14) days prior to your event.

Full

payment, dietary requirements, beverage & menu choices & all finer details are due at this time.

Contact Kym Reid, events manager, 0407 383 709

Contact Brad Holtz, managing director, 0410 882 766

Contact Vivienne Van Ette, Owner, 0422 399 920

FACTS & PARTICULARS

WHAT'S INCLUDED

Grey Foxx Venues provides all required furniture, equipment and staff for your event, this is included in the venue hire fee. For additional equipment and hire props we are more than happy to supply you with our list of preferred local suppliers.

RUNNING OF THE EVENT

Grey Foxx Venues staff will be solely responsible for the set-up and pack-down of your event, to ensure a seamless service. A supervisor will be on-site to take care of the runnings of the day, greet suppliers & answer any questions.

ACCOMMODATION

Foxys Hideout:

\$200 per night, sleeps 2 guests

Fully self-contained unit with a queen bed, lounge, bathroom & kitchenette with coffee facilities included.

Foxys Den:

\$180 per night, sleeps 2 guests

Fully self-contained queen bed, tv and private bathroom.

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QUOTES & BOOKINGS

All quotes are valid for 30 days. A booking is considered tentative until a deposit is made and the signed terms & conditions form is received and acknowledged. Grey Foxx accepts the payment of a deposit as acceptance of the terms & conditions. Grey Foxx will assume you have read and understood the terms and conditions once a deposit is received.

DEPOSITS

To confirm you're booking a non-refundable deposit of 20% of the food total and the pre-determined full room hire is required. This secures your date and permits planning to commence.

FINAL PAYMENT

The final payment is due (14) days before the event. We accept payment via Direct Deposit or Stripe. Visa & Mastercard incur a 2.0% surcharge.

GUEST NUMBERS & MENU SELECTIONS

Pricing is based on a minimum of 40 guests, surcharges apply for numbers under 40. Final guest numbers confirmed Food & Beverage menus, dietary requirements and all associated details must be finalised no later than (14) days prior to your event. Any changes after this time may result in additional charges.

CANCELLATION

Cancellation of a booking must be made in writing. A cancellation within (30) days forfeit any monies paid. Events cancelled within (14) days will incur a 100% payment for the event.

ADDITIONAL COST & PUBLIC HOLIDAYS

Any additional costs will be itemised and payable upon completion of your event. Public Holiday: additional 10% of the total amount.

DIETARY REQUIREMENTS

We are unable to guarantee that the ingredients we use will be 100% free of all traces of nuts, dairy, gluten or other products. We are happy to provide special meals for all dietary requirements. Please note that there is a surcharge of \$35 for (Vegans), as bespoke full menus will need to be made.

SUPPLIER & KIDS MEALS

All suppliers and kids meals are \$35 per person.

MENUS & PACKAGES

All food menus and packages are the intellectual property of Finesse Catering Pty Ltd. No third parties may use or duplicate menus at any time, this includes on or off-site. Finesse Catering Group reserves the right to packages.

LIQUOR LICENCE

All bar staff hold an RSA certificate and are trained to not serve alcohol to minors and reserve the right to refuse service of alcohol at any time.

Our liquor license is from 11 am - 11 pm Mon -Fri. Grey Foxx holds an "on-premise" licence, from 10 am - 11 pm. All alcohol must be purchased and consumed within the building. Alcohol is prohibited on the front garden, front patio area and the courtyard in the rear of the property.

CODE OF CONDUCT

The client agrees to conduct their event in an orderly manner so as to uphold the image and integrity of Grey Foxx Venues. It is the responsibility of the client to ensure this is conveyed to the guest. Grey Foxx Venues reserves the right to exclude or eject any persons from a function or the premises without liability.

TERMS & CONDITIONS

LIABILITY, INSURANCE & DAMAGE

Grey Foxx holds public liability. Subcontractors and third party services are not covered under this policy and will need to have their own cover when entering the venue or common areas.

We do not accept responsibility for any lost, stolen or damaged goods incurred on the property.

The client is responsible for damages to the venue, equipment..etc that belong to Grey Foxx. Any damages will be charged to the client at full replacement value. Finesse Catering Pty Ltd is responsible for all foodservice and production of food and holds public liability for this service.

DECORATIONS

No decorations are to be fixed, pinned or nailed to any walls, doors or other surface or part of the building.

Metallic confetti and rice are prohibited.

Fresh or dried flower petals, as well as bubble blowing, are preferred.

SMOKING

The entire venue is a smoke-free environment.

Smoking is only allowed in the designated area.

No drinks are allowed in the smoking area.

SECURITY

It is at Grey Foxx Venues discretion whether security is required at your event. Security will be organised by Grey Foxx Venues and paid for by the client. A minimum of 2 security guards is required and additional guards may be required subject to final guest numbers.

MENU TASTINGS

Can be arranged by appointment. Fees apply.

PHOTOGRAPHY, VIDEOGRAPHY & SOCIAL MEDIA

Grey Foxx Venues reserve the right to take photographs and video of any functions held on the premises for future promotional or marketing purposes. The venue is entitled to use the photographs/video without any further notice or compensation.

UNFORESEEN CIRCUMSTANCES

Grey Foxx Venues will not be liable or responsible for any failure to perform or delay in performance of, any of our obligations under the Agreement that is caused by any act or event beyond our control, "Unforeseen Circumstances" If an event outside our control takes place that affects the performance of our obligations under the Agreement, we will contact you as soon as reasonably possible to notify you; and our obligations under the Agreement will be suspended for the duration of the Unforeseen Circumstances.

We will endeavour to arrange a new date for the Booking with you, after the Unforeseen Circumstances is over however if the parties are unable to agree on an alternative date, the Booking will be considered cancelled, and a percentage of monies paid (excluding the Booking Fee) will be returned to you.

CREDIT CARD SECURITY

We require a valid credit card as security when your "event booking form" is confirmed by signed Documents or deposit as acceptance. We will not charge this card without your authorisation. However, in the event that the payment terms are not met, we reserve the right to take the authorisation of funds against the credit card for the outstanding amount prior to the event.

Grey Foxx will not share your private information and will destroy all associated records after the conclusion of your event.

BOOKING AGREEMENT

Please fill out the information below and return it to greyfoxxcatering@gmail.com

Agree that I/we have understood and accepted the above terms and conditions

Name or
Company name:

Address:

Signature:

Date:

Credit card details

Mastercard Visa Card holders name:

Card number: Expiry date: CCV: