



FUNCTION AND VENUE HIRE TERMS AND CONDITIONS

1. Deposit: Any deposits made confirm your agreement to the terms and conditions outlined below.

2. Menu and Numbers: All menu choices and final numbers must be confirmed via email at least 5 days prior to the event date. This includes dietary requirements. Any other requests may not be accommodated after this date.

3. Minimum Attendance: For full venue hire on Friday and Saturday nights, a minimum of 75 people must be in attendance. If this number is not met, management reserves the right to admit members of the public after 9pm. In such a case, the function will still have exclusive use of half of the venue during this time, and a refund of 50% of the venue hire fee will be issued.

4. Guest Numbers: If, prior to the event (at least 5 days prior), the guest numbers drop below the minimum requirements for full venue hire, you will have the option to either switch to half venue with a full refund of the venue hire fee or keep the whole venue with minimum spend requirements for the night. Minimum spend requirements vary.

5. Public Admission: In the event of not meeting the minimum attendance for full venue hire, members of the public may be admitted after 9pm. The function will still have exclusive use of half of the venue, and a refund of 50% of the venue hire fee will be issued.

6. Half Venue: If the option to switch to half venue is chosen, the host will be provided with a full refund of the venue hire fee.

7. Minimum Spend: If the whole venue is kept despite not meeting the minimum attendance requirements, minimum spend requirements for the night apply. These requirements may vary.

8. Cancellations: In the event of cancellation, please refer to our Cancellation Policy for details on refunds and any applicable fees.

9. Damage and Liability: The client is liable for any damages caused to the venue during the hire period. Low & Lofty's reserves the right to charge for any damages incurred.

10. Security: Low & Lofty's may require security personnel to be present during the event this will be included in venue hire fee. This requirement will be determined at the discretion of management.

11. Payment: Full payment of the venue hire fee and any additional charges must be settled in accordance with the agreed upon payment terms.

12. Compliance: The client agrees to comply with all applicable laws and regulations, as well as any additional rules and regulations set by Low & Lofty's.

13. Cancellation Policy: In the event of cancellation, the following refund policy applies:

a. Cancellations made more than 30 days prior to the event date will receive a full refund of the venue hire fee.

b. Cancellations made 15-30 days prior to the event date will receive a 50% refund of the venue hire fee.

c. Cancellations made less than 15 days prior to the event date will not be eligible for a refund of the venue hire fee.

d. Any additional charges incurred and paid for in advance will be considered for a partial or full refund based on the timing of the cancellation.

e. Low & Lofty's reserves the right to modify the cancellation policy at its discretion for special circumstances or events.

Please review these terms and conditions carefully and ensure that you understand and agree to them before making a deposit for venue hire at Low & Lofty's. If you have any questions or require further clarification on any of the terms, please feel free to contact us.