

basco

Function Space Ts&Cs

Basco's function spaces are available from 730pm until 1.30am (licensed until 1am with 30 minute grace period) and caters for up to 125 guests for The Red Room and 80 guests for The Gold Room and includes:

- Private bar
- Private male and female bathrooms
- Designated dance floor
- Projector (Free of charge)
- Microphone (Free of charge)
- DJ booth with full audio and lighting capabilities (Free of charge if using playlist from own electronic devices)
- Private entrance & private balcony (Red Room)

Function Booking

- Each function booking is confirmed upon receipt of the deposit and completed Confirmation & Authority Form
- Due to demand, tentative bookings can only be held for an agreed time. Once this period has lapsed, the venue reserves the right to release the tentative reservation
- A function booking deposit of \$400 is required for the Red or Gold Rooms and \$200 for Frida Kahlo's space
- The deposit payment is to be processed via the client's nominated Visa or MasterCard located on Basco's Confirmation & Authority Form unless otherwise arranged with function manager
- The deposit will cover the security fee and/or contribute to the minimum spend as discussed with the functions manager

Function Cancellation

All cancellations must be confirmed in writing by the organiser

- (a) 75% of the deposit will be refunded (allow 14 days) if the function is cancelled more than 120 days from the function date
- (b) The organiser forfeits the deposit if the function is cancelled within 120 days from the function date
- (c) Cancellation is within 30 days from the function date, a cancellation fee of \$500 will apply including (b) above
- (d) Cancellation within 7 days from function date, 50% of all entertainment and catering costs will apply including (b) & (c)

Prices and Minimum Spend

- All prices quoted are inclusive of GST. Whilst every effort is to maintain prices, these are subject to change
- Minimum spends are restricted to food (platters) and beverage only
- Frida Kahlo's space minimum food and beverage spend is \$500
- Friday minimum food and beverage spend - \$1000 for both Red and Gold Rooms
- Saturday/Sunday minimum food and beverage spend - \$1500 for Red Room and \$1200 for Gold Room
- All November/December functions held in The Red Room is to include an additional \$500 to the minimum spend
- If the minimum spend is not met, the balance will become a room hire fee and payable at the completion of the function

Payments, platter orders and other items

- All food and other items are to be ordered by completing the forms provided by functions manager
- Organisers are required to cater a minimum of 25 platters for The Red Room and 16 platters for The Gold Room
- All catering and all costs relating to function packages must be paid for no later than one week before function
- Once payment is made, no refunds will be offered should your numbers decrease or experience no shows on the evening
- Other items (e.g. cakeage, balloons, photography, etc.) are to be paid for no later than one week before function date unless otherwise arranged with Basco's function manager
- Prior to the start of the event, the organiser must supply their credit card (Visa/MasterCard) to the bar manager to hold as bond until the end of the event and to pay for any outstanding amounts at the conclusion of the event
- All bar tabs must be paid upon conclusion of the function and can be paid via Visa, MasterCard, cash or EFTPOS

Underage patrons

- Persons under the age of 18 are allowed on the licenced venue with no curfew. Each person under the age of 18 must be accompanied by a responsible adult at all times. Persons under the age of 18 are prohibited to consume alcohol on premises

basco

basco

Guest numbers

Final guest numbers are required one week prior to the function date. Pending on type of event, the venue may require the organiser to provide a guest list for the function

- Red Room total guests maximum 125 & minimum 75 adults
- Gold Room total guests maximum 80 & minimum 50 adults
- Frida Kahlo's space total guests maximum 50
- A \$300 room hire fee will apply for The Red and Gold Rooms if the organiser's guest numbers are lower than the room's minimum guest requirement by 1030pm on the day of the event

Dress Code

Neat casual to formal attire is required by all guests. No baseball caps, hooded clothing or thongs to be worn in private spaces.

Prohibitions

All of the following are prohibited unless authorised by Basco's function manager

- No food or beverages are permitted to be brought on to the premises
- No pyrotechnics, smoke machines, additional lighting or other entertainment equipment
- Nothing to be nailed, screwed, stapled or adhered to any wall, door, ceiling or fixture of the building
- No confetti, flower petals, rice or metallic sprinkles are to be used on the premises

Terms and conditions for DJs, bands and other entertainment at venue

Basco permits contractors on its premises that are provided by the organiser, on the condition that:

- The functions manager is notified in writing of all contractor details (e.g. DJ, bands, photo booth, karaoke, balloons, cakes) no later than 1 week prior to the function date. **Please note that some fees may apply**
- The functions manager is provided an outline of contractor's intended services for the event
- The contractor to contact the function's manager should any house equipment, cables, power supply or storage be required
- All contractors are experienced and allow themselves to be directed by Basco's functions manager
- Being intoxicated whilst operating any entertainment equipment is prohibited
- Bump in/out time of all equipment to be arranged with the functions manager prior to the event

Security

The organiser is required to cover the costs involved for security from their deposit. Particular functions may require additional security and will be charged to the organisers prior to the event proceeding. Security is required for the purpose of health and safety of guests, to ensure only invited guests are present and that liquor licencing laws are adhered to.

Function Conduct

Upon a function booking, it's the organiser's responsibility to provide accurate information regarding the type of event and provide approximate guest numbers. If the organiser falsifies information or a function is booked on forged pretences, the venue reserves the right to cancel the function at the organiser's expense. It is required that the organiser will conduct the function in an orderly manner. All normal venue policies, procedures and legal responsibilities apply to any and all persons attending functions at all times, including total compliance to all responsible service of alcohol guidelines and standards. Should any persons show a disregard to the health and safety of staff, other persons and/or to themselves, the person will be required to exit the venue in accordance to liquor licensing laws.

Damages

Please be advised that the organisers are responsible for any damage, theft, breakage and or vandalism sustained to the function room or venue premises by guests, contractors or other persons attending their event. The venue does not accept responsibility for damage or loss of any guests or contractors property left on the premises prior to, during or after the conclusion of a function.

Additional Cleaning

If extra cleaning is required to return the premises to a satisfactory standard, \$125 cleaning fee will be charged to the organiser.

The organisers is required to inform all relevant persons involved in the function of the venue's terms and conditions.

basco