

# SEED FUNCTION CENTRE

## **Terms and Conditions**

### **Food & Beverages**

Seed Café will provide all food and beverages for all events. No food or beverages are allowed to be brought into the venue without the permission of management.

### **Music**

You are welcome to arrange your own music. Suggestions – jukebox, CD's, DJ or IPOD. If you are hiring your own music, they will need to contact us directly to arrange a suitable time for setup. All music must be played at an acceptable level as we have strict noise levels under new Licquor Licence laws. Noise levels will be monitored by management.

### **Function Times**

Weekend functions (Friday & Saturday nights) run for 5 hours from 7.30pm till 12:30am when the venue closes. The bar will therefore be closed at 12.00am on these nights, to allow enough time for patrons to vacate by 12.30 am.

Please note: Our liquor license terminates at 11.00 pm on Monday to Thursday & Sunday nights. We can arrange for an extension until 12.30 am on our Liquor licence for these nights, but this must be done one month prior to the function date.

### **Venue Hire/TAB**

We do not charge for the hire of our venue, unless asked to close early (POA). For management purposes, we prefer to run a minimum TAB on the bar, but this is negotiable to the point where we can charge drinks at bar prices (ie guests pay for their own drinks). If you choose to run a TAB, our suggestion is to supply only:

#### **House Wine**

#### **Red Wine**

- . Wolf Blass Bilyara Shiraz

## **White Wine**

- . Wolf Blass Bilyara Chardonnay
- . Lindemans Sauvignon Blanc Bin 95

## **Sparkling Wines**

- . Wolf Blass Bilyara Sparkling Brut

## **Beer**

- . Carlton Draught on tap
- . Cascade Premium Light

- . Soft Drink

At any time you may acquire your TAB's balance by asking the bar staff. An itemised tax receipt is available at the end of the night if required. Once the TAB has run out, guests can choose from our whole wine and beer list at normal prices.

## **Security**

For all functions, we are required by law to provide security services. We do not make any money on this service and is purely a requirement of Liquor Licencing. This is a minimum cost of \$175.00 each and must be borne by the hirer. Additional security is required for functions with 100 or more guests. All 21<sup>st</sup> birthdays require 2 security, 21 st's over 70 guests require 3 security.

## **Deposit/Bond**

On booking your function, you will be required to pay a \$500.00 deposit to secure the date. The signed copy of this contract should be returned at the same time. We will also require an imprint of a credit card, as a bond. The imprint will be destroyed after a thorough inspection of our function room and entire venue 24 hours after the completion of your event.

## **Function Cancellation**

Any function cancelled more than 4 weeks prior to the date will be reimbursed the full deposit. Any cancellation of less than 4 weeks prior will unfortunately receive no refund of deposit due to the popularity and advanced bookings of the venue.

## **Method of Payment**

The minimum spend amount is required to be paid the week prior to the function, minus the deposit. The balance, if any, will be used as a TAB on the bar. The total TAB must be settled by the end of the function. We accept most credit cards, eftpos & cash (no personal cheques please).

## **Guest Numbers**

### **Pricing – Minimum spends apply**

If booking the venue on the weekend, the minimum spend is:-

Friday	\$2500.00
Saturday	\$3500.00
Mon - Sun	POA

You will need to provide a firm number of guests one week prior to the function as well as a guest list in alphabetical order that we check off at the door on the night of the function. If more guests arrive than catered for, you will be charged the extra per person.

Please note:

We cater & staff your function for the number of people you confirm, if more people turn up for your function than invited, it puts added pressure on our staff and makes our catering look sub-standard to potential new customers. For these reasons, we do not allow catering for less than confirmed numbers. We thank you for your understanding and co-operation.

## **PRICES**

\$18.00 per person: A choice of any 8 of our hot/cold canapés.

\$20.00 per person: A choice of any 10 of our hot/cold canapés.

\*Prices are subject to change without notice

Here at Seed Café, we pride ourselves on our Function Food. We believe our point of difference from other venues is our quality ingredients, made to order function food, right down to the homemade sauces & dips.

We can cater to any requirements you wish.

# Cocktail Food Selection

## (Sample Menu)

### COLD

- . Selection of Home Made Dips Served with Warm Turkish Bread
- . Mini Pappadums w Pineapple Salsa
- . Tomato & Basil Bruschetta
- . Smoked Salmon & Sundried Tomato Cream Cheese Blinis
- . Corn Chips w Avocado & Tomato Salsa

### HOT

- . Lamb Kofta w Beetroot Yoghurt
- . Gourmet Mini Pies
- . Spicy Wedges with Sour Cream & Chilli Sauce
- . Salt & Pepper Calamari with Aioli
- . Cheesy Mini Burgers
- . Gourmet Sausage Rolls
- . Flame Grilled Meatballs with Tomato Relish
- . Tandoori Chicken Skewers w Cucumber Yoghurt
- . Vegetarian Spring Rolls with Sweet Chilli Sauce
- . Felafals with Minted Yoghurt Sauce
- . Cajun Prawns w Citrus Mayonnaise
- . Mini Gourmet Pizzas
- . Tomato, Onion & Fetta Tartlets w Basil Pesto
- . Mini Vegetarian Burgers
- . Roast Vegetable & Pesto Arancini Balls

## **Legalities**

Our policies and legal responsibilities will apply to all functions. These include responsible service of alcohol, proof of age and noise levels emitted from the premises. Any persons under the age of 18 years old attending a function, must be supervised by an adult. The adult will be responsible for this person and must ensure that they abide by the law.

## **Damage**

Please be aware that clients are financially responsible for any loss sustained to the venue before, during & after the function. This includes damage to the premise, its fittings, its equipment and its grounds. The hirer will be responsible for the full amount to repair any damage.

No confetti, rice or metallic sprinkles are to be used in the venue or surrounding venue or an additional charge will be incurred for clean up.

I acknowledge all of these terms & conditions and will make sure they are upheld and abided by at all times.

In signing this contract, I have read, understand and agree to all the above conditions.

Name .....

Signature .....

Date .....

Please return a signed copy at the time of deposit payment.  
Thank You.