



# THE GARDEN



## *The Garden Shed Information Pack*

The Garden's freshly renovated function room 'The Garden Shed' is the perfect venue for your next function.

### **Bookings**

A flat room hire fee of \$200 applies to confirm all bookings in The Garden Shed. Payment can be made with a credit card over the phone or directly over the bar during office hours. Once payment and confirmation form is received you will receive a booking confirmation and receipt letter via email. Unfortunately we are unable to hold dates without payment. Bookings are made for a minimum of 30 guests with a maximum of 60 guests.

Please note: Cancellation of your function will result in loss of some or all off the \$200 room hire fee. See the terms and conditions for full details.

Minimum \$1,500 Bar Spend Required: Please note the \$200 room hire fee can also work as a deposit. If your function reaches \$1,500 over the bar on the night of your function your \$200 deposit will be returned to you on the night of your function or the following Monday. Please inform your guests to purchase their drinks from The Garden Shed bar as any drinks purchased from other bars will not be counted towards your final bar spend figure. If you're bar sales do not reach \$1,500, your \$200 will be kept for room hire.

### **Bar Options**

#### Bar Tab

- Select a limit (for example \$1,500)
- Pay for this tab at the beginning of your function with the duty manager
- Choose to select the drinks available from your tab (for example house wines, house champagne, tap beer only) or have your tab open for anything across the bar
- Keep an eye on how your tab is going by asking for a running total from the bar staff throughout the evening
- You may choose to increase your tab during the night
- Any remaining money on your tab at the end of your function will be refunded to you

#### Personal Bar Tab

- Place your own personal credit card and your ID behind the bar from which your guests can purchase drinks
- Choose to select the drinks available from your tab (for example house wines, house champagne, tap beer only) or have your tab open for anything across the bar
- Keep an eye on how the tab is going by asking for a running total from the bar staff throughout the evening

#### Cash Bar

- You and your guests pay for drinks with individual payments, as you would a public bar



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## Catering

At the current time The Garden does not have a function platter menu.

Foods can be ordered from our everyday bar menu on the evening, or we can organise foods to pre-ordered. To pre-order foods we do require a pre-payment which must be done no later than 5 days prior to the function date. Once this has been done we can coordinate with you when you would like your foods served on the function date.

Due to health and safety regulations we do not allow any food purchased outside the venue to be brought in for distribution at your function (with the exception of cakes)

## Decorations

We welcome you to decorate your function to suit your requirements, the venue is generally accessible from 12 noon on the day of your function however please call to arrange a suitable time to set up your decorations.

Please note: we ask that you use free standing decorations (helium balloons, pop-up banners, table props etc.) as you will be held accountable for any damage you cause to the walls or surfaces of the premises, for further information please see our Terms and Conditions.

## Contact

To enquire on available dates or request a booking please fill out the form on our website or please contact Viewings are by appointment only Tuesday – Friday between 9am and 5:00pm:

**Ella-Maree Chambers**

**Functions and Reception Manager**

**T: (08) 9202 8282**

**E: [reception@thegarden.net.au](mailto:reception@thegarden.net.au)**





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## Terms and Conditions

### Bookings

- All bookings for The Garden Shed must be 30 people and over. Bookings are confirmed when the \$200 room hire fee is received by The Garden. No dates will be held without payment. All bookings are made at the discretion of The Garden. All prices outlined are subject to change at the discretion of The Garden without notice.

### Final details

- Event details including, timings, room set-up, and beverage requirements must be forwarded to The Garden no later than seven (7) days prior to the event. Final numbers are required no less than three (3) days prior to the event. Expected Numbers is a realistic expectation of numbers attending the function.

### Payments and Cancellations

- The \$200 room hire fee is due no less than twenty one (21) days from the function date and is payable by eftpos, cash and credit card (visa, mastercard, bankcard, amex, diners). No dates will be held without payment.
- Cancellation advice received between fourteen (14) and seven (7) days prior to the function date 50% of the room hire charge will be refunded. Cancellation advice received less than seven (7) days prior to the function date, no refund of room hire charge. All cancellations must be made in writing by the client to The Garden, and acknowledged by The Garden.

### Damage

- The client/hirer is financially liable for any and all damages to The Garden's fixtures or fittings whether sustained through their own actions, or through the actions of their guests, contractors, sub-contractors, including when bumping in or out of the venue.

### Decorations

- Any styling or theme of the room in any form is at the discretion of management and must be approved in advance.

### Insurance and Public Liability

- Under no circumstances will The Garden take responsibility for any items brought by the client/hirer and their guests into the venue. It is in the client/hirer responsibility to ensure the security of their possessions and that of their guests. The Garden hereby advises the client/hirer that The Garden will not take responsibility for lawsuits or damages incurred to anyone.

### Responsible Service of Alcohol

- The Garden supports the responsible service of alcohol. We will not allow any violent, indecent or anti-social behaviour on the premises. It is a requirement of the law that intoxicated persons are removed from the premises. If the majority of the guests are deemed to be approaching intoxication, management reserves the right to refuse service and conclude the function at any time. The client/hirer is ultimately responsible for the orderly behaviour of their guests and management reserves the right to intervene where deemed fit. Bar service upstairs will conclude 30 minutes prior to the venue closing time.

### Juveniles

- Persons under 18 years of age are permitted as guests of a private function in The Garden Shed until 10pm – they must be accompanied by their legal guardian. (Our policy states that juveniles are not permitted in any area of the venue after 8pm, thus juveniles who are guests at a private function must remain within The Garden Shed area only unless visiting the lavatories accompanied by their legal guardian). All juveniles' legal guardians must fill out an acknowledgment consent form seven (7) days prior to the function date.

### Prohibition of food and beverage

- The client/hirer and their guests are not permitted to bring food or beverages on to the premises with the exception of celebration cakes. If you request to pre-order food for your function we require a food list five (5) days prior to the function and all food requires being pre-paid five (5) days prior to the function.

### Entering the Venue

- The Garden is a Licensed Venue; all patrons are required to present Photo I.D to enter. Acceptable forms of ID are limited to CURRENT West Australian Drivers Licence, CURRENT Passport or Western Australian Proof of Age Card. No other identification will be accepted.

### Dress Standards

- Day: Neat casual dress and footwear to be worn at all times. Jackets, or any other clothing or accessory, bearing patches or insignia of Outlaw Motor Cycle Gangs are not permitted to be worn on the premises at any time. No work or sport clothing are permitted to be worn.
- Night: by night all day time standards apply but please add a little pizzazz and leave your thongs, singlets and non-dress shorts at home.
- Fancy dress is not permitted at The Garden at any time.

### Additional Important Terms

- We do not hold any functions for persons under the age of 25.
- We do not hold any hen's or bucks parties.

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## IMPORTANT NOTICE

**By confirming your booking and filling out the agreement form you are acknowledging that you have read, understood and are agreeing to these terms and conditions. If you have any questions or concerns regarding these terms and conditions please contact the Functions and Reception manager prior to your function date.**



# THE GARDEN



## Confirmation Agreement Form

name: \_\_\_\_\_

company: \_\_\_\_\_ position held: \_\_\_\_\_

address: \_\_\_\_\_

\_\_\_\_\_

email: \_\_\_\_\_

phone: \_\_\_\_\_ mobile: \_\_\_\_\_ age: \_\_\_\_\_

event date: \_\_\_\_\_ event start time: \_\_\_\_\_

guest numbers: \_\_\_\_\_ type of event: \_\_\_\_\_

Please circle the following:

Will you be pre-ordering and pre-paying for food: YES / NO

Will you be having a tab: YES / NO

Will there be decorations: YES / NO

deposit : \$ 200.00 is attached with this form (please circle)

**yes no**

method of room hire payment: (please circle) credit card/eftpos/cash

please charge the following credit card: visa mastercard

card no: \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_

expiry date: \_\_\_\_/\_\_\_\_

cardholder's name: \_\_\_\_\_ signature: \_\_\_\_\_

FULL payment must be made no less than twenty one (21) days before the function. No dates are held without payment.

The Garden does not extend credit terms.

By signing this form I acknowledge and accept the terms and conditions included in this document.

I will in all respects comply with those conditions on acceptance of this application.

print name:

\_\_\_\_\_

signature: \_\_\_\_\_ date: \_\_\_\_\_

\_\_\_\_\_