



## One Entertainment Centre Hire

One Entertainment Centre is a multi-level venue that was renovated and refurbished in late 2011 with the sole purpose for entertaining.

One Entertainment Centre has a dance floor central to the two levels – walk up to the dance floor from ground level or walk down to the dance floor from the first floor.

An upper dance floor can be used as a stage and has been used for large acts, such as The Potbelleez. A DJ booth is to one side on the upper level overlooking the dance floor with views to the whole venue.

The venue consists of two bars, outdoor smoking area, male and female toilets. It is an ideal venue for holding Hens, Bucks, Engagement Parties, 18<sup>th</sup> & 21<sup>sts</sup>, Staff Parties, Xmas Parties. We can also cater for Wedding Receptions.



## **Venue Hire Package - \$800**

Room Hire fee waived after \$4,000 spent on beverages  
4 Hours Minimum

Hire includes:

Two bars open with 2 staff members

DJ (our in house DJ must be present at all times)

1 x Security

Dance floor

## **Downstairs Hire Package - \$400**

Room Hire fee waived after \$2,500 spent on beverages  
4 Hours Minimum

Hire includes:

One bar open with 1 staff member

DJ (our in house DJ must be present at all times)

Dance floor

## **Corporate Meetings - \$250 per day**

Upstairs or Downstairs

Free tea and coffee is provided

# Terms and Conditions

## Confirmation & Payment

A booking is confirmed by signing the Terms & Conditions Form and forwarding the requested deposit within three (3) days of receiving this documentation. If the Terms & Conditions Form and requested deposit are not received within this timeframe, management reserves the right to cancel the booking and allocate the space to another client.

Deposits can be paid by credit card, cash, EFTPOS or cheque (pending approval). A 1% surcharge applies to all credit card payments. The client's credit card will be held by management during and until after the function is complete.

Final numbers, menu, beverage details and room setup are required a minimum of ten (10) days prior to the function. Function organisers are required to purchase catering from the Tavern unless approved otherwise by our General Manager.

Full payment for the function must be made prior to or upon immediate conclusion of the function or by prior arrangement with Management. Company or personal cheques will not be accepted without approval from Management.

All functions may incur a \$200 charge to cover extra security requirements. We also have the right to request additional security to be paid by clients for other functions, should Management deem it necessary.

## Room Hire & Minimum Spend

One incurs a room hire fee of \$800 for the entire venue throughout the year, however, this charge will be waived when the minimum spend is reached. The minimum spend is \$4,000 and must be spent on beverages to waiver the room hire fee. Only the manager on duty will notify you when the minimum spend is reached, not a staff member.

The Downstairs area incurs a room hire fee of \$400 for the entire venue throughout the year, however, this charge will be waived when the minimum spend is reached. Only the manager on duty will notify you when the minimum spend is reached, not a staff member. The minimum spend is \$2,500 and must be spent on beverages to waiver the room hire fee.

## Cancellations

Notification of a cancellation must be in writing to receive a refund of any prior monies paid. If you decide to cancel your function, the following conditions apply:

- Thirty (30) days or more, deposit refunded in full.
- Between thirty (30) and eight (8) days, 25% deposit is forfeited.
- Seven (7) days or less, 100% deposit is forfeited.
- No refund will be given for function cancellations during November and December.

## Decoration & Theming

If you would like to undertake your own decorating, access to the function room can be arranged with our Functions Manager. Table scatters and glitter need prior approval before use. The client is liable for any damages incurred during your function and set up period.

Theme nights and dress up parties are to be approved by our Functions Manager at least 48 hours before the function to ensure costumes meet the required dress code standards.

## Dress Code

A strict dress code policy applies and is to be followed by clients and their respective guests. Failure to comply with this policy may result in being evicted from specific areas of the Hotel. No thongs, singlets or industrial work wear are permitted after 9pm each night.



## Entertainment & Equipment

All entertainment requested other than our in-house DJ is at the cost of the client. Our equipment cannot be used unless otherwise approved by management.

Management does not accept responsibility for damage or loss of any property left on the premises prior to, during or after a function. Please advise our Functions Manager of any deliveries being made for your function and safe storage will be arranged.

Any damage caused to the hotel property during a function is the financial responsibility of the client. Use of walls for display material and nails, staples or tape attachment to floors or ceiling is not permitted.

## Venue Access & Curfew

The room hire fee allows for a 4 hours minimum use of One. It will be at the manager's discretion as to when One will close after the 4 hour minimum has surpassed. The venue hire allows you access to the function room prior to your function, depending on other functions booked. It is the responsibility of the client to advise our Functions Manager of any additional access requirements in writing prior to the function.

## Responsible Service of Alcohol

All guests must adhere to the current laws of the Queensland Liquor Licensing Act. The Sugarland Tavern management and staff, including our contracted crowd controllers, support the responsible service of alcohol. Licensing Laws prohibit liquor supply to disorderly, unduly intoxicated and underage persons. Patrons showing signs of undue intoxication or disorderly behaviour will be refused service and will be asked to leave the premises. Management will not tolerate any harassment of patrons or staff of any kind and offending patrons will be asked to leave the premises. Management supports staff refusing service for unduly intoxicated patrons.

## Minors

It is Hotel policy that minors are allowed to attend a function until 10pm, or prior to the start of live entertainment. We require notification at the time of booking of any minors attending your function. Clients are to complete and return to us a Minors Agreement Form prior to the function date.

Minors must be accompanied by their parent or legal guardian at all times. Minors will not be served alcohol and service of alcohol will be refused to any person who cannot produce appropriate ID where there is any doubt that a person is under 18. Management will support staff that practice and enforce ID checking. Acceptable ID:

- A current Australian or International driver's licence or learner's permit (valid with photo)
- A current passport (from any country, valid with photo)
- An Australian Government issued Proof of Age card (18+ card)
- Victorian Key Pass

Anyone found obtaining alcoholic beverages for consumption by minors will be asked to leave the venue immediately.

## Prices

All prices are inclusive of GST and are valid to 31st December 2014. Every possible effort is taken to maintain prices, but these are subject to change at the Management's discretion to allow for market cost variations and the introduction of any statutory taxes.

I, the undersigned, confirm that I have read and understood the terms and conditions for holding a function at the Sugarland Tavern. I acknowledge the conditions and accept full responsibility for the function.

\_\_\_\_\_  
Client Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client Signature Function

\_\_\_\_\_  
Date