

# Sails

on the bay

E V E N T S

## TERMS AND CONDITIONS

### DEPOSITS

For all corporate events a deposit of 50% of your estimated account is required within 7 days of placing your reservation to guarantee your date and quotation.

For weddings and social events a deposit of 25% of your estimated account is required within 7 days of placing your reservation to guarantee your date and quotation.

### FINAL ATTENDANCE AND PAYMENTS

Confirmation of final numbers is required 5 working days prior to the event - the account will reflect this confirmation as a minimum. Unless arranged prior with Sails on the bay the total balance remaining on your account must be paid in full on the day of your event. **American Express will incur a 4% surcharge.** On the day/evening of your event, it is advised, when you are paying for the account on the day, that yourself, or a member of your party, receive your finalised bill or tax invoice prior to leaving our premises. **Accounts, where prior arrangement has been made, are due to be paid 7 days after your event.**

### BOOKING CANCELLATIONS AND TRANSFERS:

Sails on the bay reserves the right to cancel your reservation if a deposit is not received within 7 working days of placing your initial (tentative) reservation. **All cancellations and booking transfers must be received in writing. A 10 day cooling off period from receipt of deposit applies. After the cooling off period, deposits are non-refundable.**

### RESPONSIBILITY

All items delivered to Sails on the bay should be clearly marked with name of booking/event party, date of event and specification as to lunch/dinner event. Items should not be delivered more than 48 hours before the event and must be collected within 24 hours of your event.

Organisers are financially responsible for any damage sustained to the fixtures, fittings, property or equipment by yourself, your guests or outside contractors prior to, during or after the function. Sails on the bay do not accept responsibility for the damage or loss of goods left on the premises prior to, during or after an event. No banners, signs or posters may be attached to the walls ceilings or windows without prior arrangement with the Event Manager. No confetti, streamers or glitter may be thrown in or around the premises. With the exception of wedding cakes, Sails on the bay will not permit BYO beverage or food.

### AUDIO VISUAL

Should you require any Audio Visual equipment we are able to secure this at an additional cost which we will discuss with you prior to hiring on your behalf from **Myles Audio Visual.**

### FLORAL ARRANGEMENTS AND DECORATIONS

Our house florist is able to provide quotations should floral table arrangements be required. Alternately you may arrange your own florist and/or event decorator. Please direct your suppliers to contact the venue to arrange a time for setting your tables

### ENTERTAINMENT

Sails on the bay will provide entertainers or photographers with a main course meal at a cost of **\$25 per person. If any of these people have a particular dietary requirement, it is their responsibility to advise us prior to the event.** All entertainers should call Sails on the bay prior to the function to confirm their arrival and departure times. We are not responsible for any damage to their equipment prior to, during or after the event. All equipment belonging to entertainers should be removed from the premises at the conclusion of the event for lunch functions and by 11am the following day for evening functions.

### TIMING

Commencing from 11.30am for lunch and 6.30pm for dinner (at the earliest). All guests must vacate the premises within 30 minutes of bar closure.

### CLOSED

Sails on the bay is closed on Good Friday, Christmas Eve, Christmas Day, Boxing Day, New Years Eve and New Years Day.

### SMOKING & PARKING

From July 1st 2001 smoking is prohibited in all food service areas. Smoking is currently permitted on our front board walk area.

Sails on the bay are located on Council owned land. The City of Port Phillip owns and operates the car park adjacent to the venue – car parking at all times of the year incurs a fee for each car. The current fee is \$4.20 per hour to maximum of \$10, payable at ticket machines located throughout the car park. All revenue belongs to the council.

Our Mel ways reference is 67 B5.

### SET UP TIMES

Access to the Event Room for full day conferences begins at 8:30am unless an alternative arrangement has been confirmed with our event manager. An additional 'early access' set up fee may apply should you require earlier access.

Access to the event room for lunch or evening set up will be discussed when your florist or entertainer calls us. Access for a lunch function is from 10am - dinner from 5pm

**\*\* These Terms and conditions are non negotiable and binding.**

**VALID UNTIL JANUARY 2012**

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