

THE BORED MONKEY *terms and conditions*

AT NARRABEEN
RESTUARANT & FUNCTION CENTRE
1304 PITTWATER ROAD NARRABEEN NSW 2101

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Bookings & Confirmation: Confirmation of bookings must be made in writing and accompanied by a deposit of \$300.00 within 7 days of a tentative booking. When the deposit and this signed (or verbal) agreement are NOT received by the due date, The Bored Monkey reserves the right to release the booking. Once the signed contract and deposit is received, the booking is deemed confirmed.

Function Times

Day function - are for a maximum of 4 hours and must conclude no later than 4.30pm.

Evening function - are for a maximum 6 hours with the bar to close no later than 11.45pm. All guests must vacate the bar area by 12.00am. An additional hour of room hire may be organised at a charge of \$100 for the hour.

Payment, Final Numbers and Confirmation of Packages: All menu selections must be confirmed 7 days prior to the function date. Final numbers and payment for catering must be confirmed 7 days prior to the function date. Catering will be provided for this number and this will be the minimum number charged irrespective of last-minute cancellations. A cleaning fee of \$100 applies to each function. Payment can be made by cash, bank cheque, credit card or EFTPOS.

Food Allergies: If any of your guests have allergies to any type of food, please let us know 7 days prior to your function date.

Cancellation Policy: If your function is cancelled more than 3 months prior to the event, a full refund of the deposit applies. If your function is cancelled 3 months or less to the function date, the initial security bond of \$300.00 will be applied as a cancellation fee. If your function is cancelled within 10 days of the function date, the full payment of the food charge will apply.

18th & 21st Birthday Functions: If your function is for either an 18th to 21st birthday party you may require at least 1 security guard for every 60 guests. If your numbers exceed 60 guests, you will require 2 guards for the duration of the function. Security costs will be at your expense. This service may be organised by The Bored Monkey and the costs will be payable by the client directly to The Bored Monkey.

Decorations: Nothing is to be nailed, screwed or adhered in any way to any wall, door or other part of the function room. Glitter, confetti and similar materials are prohibited, and an additional cleaning charge may be applied. Should the premises be left in an unacceptable state, an additional cleaning fee of \$150.00 may be charged and/or your security bond will be forfeited. All decorations are to be

approved by the functions coordinator prior to the event and must be removed at the end of your function.

Music and PA system: The Bored Monkey provides a PA system with two speakers, microphone and AUX cable to play music devices. We also have two T. V's which have a HDMI plug (no cable provided) as well as USB ports to play PowerPoint movies (USB's not provided). It is at the client's discretion to organise their own music or presentations (alternatively we have our own restaurant music and slides). If you need any assistance, we are happy to help, and you may come in prior to your event to test everything.

External Contractors All external contractors (e.g. musicians, photographers.etc.) must be advised to The Bored Monkey prior to the function and are fully subject to management approval. The Bored Monkey reserves the right to apply limits/restrictions on these contractors so as not to impact on the venue and surrounds. All music must conclude by 11.45pm.

Responsible Service of Alcohol: The Bored Monkey abides by the Responsible Service of Alcohol and reserves the right to ask intoxicated persons, minors or those persons whose behaviour is considered as disorderly to leave the premises. It is the hirer's responsibility to ensure orderly conduct of their guests, especially when leaving the premises at night. Management reserves the right to terminate the function without refund of any monies should such behaviour present a problem.

Damage, Breakage or Loss of Property: The hirer is responsible for the safekeeping of personal belongings, merchandise and gifts. All care shall be taken for your property however no responsibility can be taken by the bar. If required, you should arrange your own personal insurance. The hirer is responsible for any damage to the building, facilities and furnishings on the property; and for loss however arising, because of any action by your guests or contractors. If required security can be organised for your event.

Departure from Premises: The Bored Monkey asks that you advise your guests to consider the residents and leave the function room as quietly as possible.

Restaurant Rights: The Bored Monkey reserves the right to remove from the premises any person who is intoxicated or behaving in an irresponsible manner. We assume no responsibility for the loss or damage to any property belonging to the client or their guests. The client is responsible for delivery and collection of any external props/equipment.

Smoking: The Bored Monkey is a smoke-free establishment and no smoking is permitted whilst in The Bored Monkey. This includes the upstairs balcony. All guests must leave The Bored Monkey to smoke and must remain at a distance greater than 4 m from the front door.

Cleaning fee: A \$100 cleaning fee applies to for each function.

The Bored Monkey staff are here to help you with all aspects of planning your occasion. Please contact us on (02) 9998 9899 or via email to info@theboredmonkey.com.au.