



## TERMS + CONDITIONS

### Payment terms

A deposit of \$2,500 is required to book your event at Churchill.

Full payment for your event must be received two weeks prior to your event date.

A booking will not be confirmed until a deposit and a signed copy of our Booking Agreement and Terms and Conditions have been received.

### Confirmation of Attendee Numbers

Confirmation of attendee numbers for your event is required 2 weeks prior to the event. If your number increases you will be charged for the additional guests, but if your attendee numbers decrease during the 2 weeks prior to your event you will still be charged for the confirmed number of guests.

### Postponements + Cancellations

Should you need to postpone your event, we will find you a new date based on availabilities and timings, as long as your request is at least 6 months before your event date, which gives us an opportunity to re-book your current event date.

Should you need to cancel your event, we will retain your \$2,500 deposit payment.

If you are cancelling within 90 days of your event date there may be additional charges.

If cancelling within 2 weeks of the event, 80% of the total event cost will be due, and this will be charged using the credit card details provided.

### Liability

We have public liability insurance at Churchill, however, we accept no responsibility for the damage or loss of property left in the venue prior to, during or after an event.

Please note, any damage to Churchill grounds, buildings or property will incur a fee.

### Extreme Weather Conditions

In the rare case of a natural event beyond our control such as a bushfire we will follow directives given by local authorities. If authorities deem it unsafe, we may need to postpone your event. If this occurs, we will work with you to reschedule your event.

### Smoking

Churchill adheres to all current Victorian smoking regulations. There is to be NO smoking permitted inside the building. Smoking is permitted outside in the grounds of Churchill.

### Responsible Service of Alcohol

Churchill complies with the Victorian Commission of Gambling and Liquor Regulation guidelines on the Responsible Service of Alcohol. Function staff are instructed not to serve any alcoholic beverages to guests under the age of eighteen (18) years, or to guests in a state of intoxication. Churchill's policy is to serve guests in a responsible, friendly and professional manner. The right to discontinue liquor service is reserved by Churchill. Our licence requires that all evening events conclude by 11pm.

CHURCHILL Corner of Murchison + Davy Streets, Taradale, VIC, 3447

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