



## THE UWA TAVERN

### TERMS AND CONDITIONS 2021

---

#### OPERATING TIMES

The Tavern's standard operating hours are Monday to Friday from 11am to 7pm.

Catering requirements outside standard operating times are by prior arrangement.

#### FUNCTIONS WITHIN NORMAL OPERATING HOURS

If your function is going to occur during normal trading hours, does not require equipment hire and the Tavern can remain open to the public within the other areas there will be no cost to hire a section of the Tavern.

#### FUNCTIONS OUTSIDE NORMAL OPERATING HOURS

If you wish to hire The Tavern outside normal trading hours, the cost is:

#### HIRE RATES

Monday-Friday daytime equipment hire	Monday-Friday evenings (7pm onwards)	Saturday daytime (10am-6pm)	Saturday evening (7pm onwards)
\$440 inc. GST	\$440 inc. GST	\$550 inc. GST	\$660 inc. GST

Hire rates above refer to the inside area of the UWA Tavern. The UWA Tavern courtyard will remain open to the public unless requested otherwise (which may incur extra costs).

HIRE INCLUDES USE OF ALL AVAILABLE AV EQUIPMENT (WIRELESS MICROPHONE, SOUND SYSTEM, PROJECTOR AND SCREEN). Repairs of damaged to this equipment will be charged to the hirer.

Access to the venue can be made available 1 hour before the function. Should you require access to the venue before this time it will be charged at an hourly rate of \$45 per hour, unless previous arrangements have been made with management.

#### DRY HIRE RATE (Exclusive use of the venue)

EVENING MONDAY - FRIDAY 7PM-12AM	\$1500 INC. GST
DAYTIME SATURDAY 12PM-5PM	\$1700 INC. GST
EVENING SATURDAY 7PM - 12AM	\$2000 INC. GST



### **BOOKINGS, ADJUSTMENTS AND CONFIRMATIONS**

You can make your function booking by emailing [tavern@guild.uwa.edu.au](mailto:tavern@guild.uwa.edu.au). The Tavern office is open 08.00 am to 4.00 pm Monday to Friday. In order to make the process smooth as possible, please include the following information:

- **DATE OF THE FUNCTION**
- **TIME OF THE FUNCTION (START TO FINISH)**
- **NAME OF THE FUNCTION**
- **HOW MANY PEOPLE YOU EXPECT TO ATTEND**
- **FOOD REQUIREMENTS**
- **YOUR CONTACT DETAILS**
- **ANY OTHER DETAILS THAT ARE RELEVANT TO THE EVENT**

### **BOOKING REQUEST**

We require a minimum of 7 working days notification to process your booking and issue confirmation notes.

### **CONFIRMATION & ADJUSTMENTS**

Your booking will not be confirmed until full hire payment has been received.

The hire fee must be paid at least 3 days prior to your event via direct debit from your Guild bank account unless another arrangement has been made with the UWA Tavern Manager.

Any amendments to numbers, time, location, specific dietary requirements must be advised by 2 full working days before the event (48 hours). No amendments will be accepted thereafter.

### **PAYMENT**

Payment in full must be made by direct debt from your Guild bank account at least 3 days prior to the event. Any payment that is required to be invoiced must be arranged and approved by the UWA Guild of Undergraduates prior to the event. Full payment must be received within 3 days before the event to avoid further penalties.

### **CANCELLATION POLICY**

Cancellations more than 4 working days before the function will incur no cost.

Cancellations 3 working days before the function will incur 50% of the costs associated with the confirmed function.

Cancellation 1 working day prior the function will incur full charge. All no shows will incur the full charge.

### **SECURITY**

Security maybe required for your event. This will be based on a risk assessment from the UWA Tavern Management. The UWA Tavern's security contractor is ACE Security Services. This will be at an extra cost which will be charged to the function organizer.



## THE UWA TAVERN

### TERMS AND CONDITIONS 2021

---

For all 18th and 21st birthday parties, security is mandatory.

#### **FOOD & BEVERAGE**

Your food choices are to be provided no later than 3 days prior to your event. Minimum spend may apply.

Please note: No BYO drinks are to be consumed in the venue.

The Guild reserves the exclusive right to provide food services to the venue. In the exceptional circumstances of express permission being given to waive this condition you undertake to comply with all Food & Health Regulations required and indemnify the Guild from any losses/damages.

#### **DECORATIONS**

Nothing is to be stapled, screwed, nailed or adhered to anyway, door, surface or part of the building. The use of bubble machines, dry ice or smoke machines must have written approval of the Tavern Manager before being organised. No gaffer tape, no confetti or glitter are permitted.

#### **FURNITURE**

Furniture can be shuffled to accommodate the event; if any furniture from other areas must be moved please request authorization from UWA Tavern Management.

The event organisers are responsible for any changes made to furniture arrangement and must guarantee all furniture returns to its original spot.

You must request UWA Tavern Management authorisation to bring any external furniture (tables, stage, hi-bars, etc.). If removal of any original furniture is necessary, organisers will be responsible for the removal and return of the furniture.

#### **ID CHECKS & UNDER-AGED GUESTS**

The Tavern is a fully licensed venue; therefore, photo ID is required at all times. The only accepted forms of ID are: Passport, Driver's License, Proof of Age Card.

Juveniles are welcome to attend private function at the venue provided a legal guardian is with them at all times & they do not order or consume alcohol.

#### **ALCOHOL SERVICE**

The UWA Tavern has a strict Responsible Service of Alcohol policy. The UWA Tavern does not encourage excessive or rapid consumption of alcohol. We ask that all liquor be consumed in a responsible way so as to not cause harm to the person or other persons visiting the UWA Tavern. Anyone deemed intoxicated by management shall not be allowed to remain on the premises.

Under the Liquor Control Act of 1988, any acts of violent, disorderly, indecent or argumentative behavior will not be tolerated. Any guest/visitor found in breach of this Policy will be asked to leave by management. This may result in the event being shut down by the Approved Manager at the cost to the client.

When alcohol is supplied at an event by us, it is mandatory under the terms and conditions of our liquor license that it is served by our staff

It is an offence under the Liquor Control Act 1988, to sell or supply liquor to a person under the age of 18 years old on licensed or regulated premises or for a person under the age of 18 years to purchase, or attempt to purchase, liquor on licensed or regulated premises.



## THE UWA TAVERN TERMS AND CONDITIONS 2021

---

The Approved Manager reserves the right to shut down the event at the cost of the client should the client not comply with liquor control act 1988.

### **TAV FACILITIES & ENTERTAINMENT**

It is the organisers responsibility to ensure that any external AV equipment or devices (such as iPods, DVDs, laptops, etc.) are compatible with Taverns in house equipment. You may test any of this equipment at a mutually convenient time prior to the function.

Approval by Tavern Manager is required should the organiser wish to hire a band, DJ or any other form of entertainment.

### **RESPONSIBILITY**

The Tavern does not accept responsibility for damage to, or loss of, items left on the premises before, during or after a function. Organisers are financially responsible for any damage sustained to fittings, property or equipment by the client, guests or outside contractors.

All prices shown throughout this brochure are inclusive of GST. We reserve the right to increase prices in line with rising costs and the CPI without prior notice to clients, but will endeavour to honour quoted prices.

**TO ENJOY YOUR FUNCTION AT THE TAVERN, YOU MUST AGREE TO THESE TERMS AND CONDITIONS AND SIGN THE FUNCTION AND EVENT ENQUIRY FORM ATTACHED.**