



Terms and Conditions

Deposit and Confirmation

A deposit of 25% of total proposed charges (minimum \$500.00) plus signed confirmation and terms and conditions are required to confirm all functions within seven (7) days of making a booking or fourteen (14) days prior to the event date, whichever is earlier. Should Enterprise House fail to receive your deposit within the given time, management reserves the right to cancel the tentative booking and resell the function space to another client.

Guaranteed Minimum Number of Guests or Delegates

Notwithstanding the guaranteed minimum number of guests or delegates agreed within this contract, the final minimum number of guests attending the function is required seven (7) working days prior to the function, any further reduction in guaranteed final minimum number will be charged in full.

Additional guests/delegates are charged at the agreed per person charge on the day.

Payment

Full payment for all functions will be required prior to the scheduled event, by way of direct transfer, credit card, cash or cheque. Any alternative arrangements must be approved by Enterprise House management.

- » EFT (Direct Bank Transfers) and cheques will be required at the time of final guest/delegate numbers being advised.
- » Credit Card. Visa, Master Card, Bank Card and American Express are accepted. A Credit Card Pre-authorisation of the total predicted amount of your event will be required 7 days prior to your scheduled event date. Full payment together with any additional charges will be processed on the day of the event.
- » Cash Payments – required prior to commencement of the event, with a credit card authority held as security.
- » Payment by way of invoice after the event will not be offered, unless prior credit approval is granted by the Manager – Enterprise House.
- » Any additional charges are to be paid on the day prior to departure.

Final Details

To ensure your requirements are met, it is necessary for us to have 30 days notice of your function schedule, menu selection, audio-visual requirements, floor plans and designs for exhibitions or display space or any other specific requirements where applicable.

In the instance that on the day of the scheduled event, the event coordinator, the facilitator or persons in charge requires major room set changes to the floor plan than that has been agreed, a reset labour surcharge of \$30 per half hour or part there of will apply per staff member required.

Cancellation and Postponement Policy

In the case of an event being cancelled or postponed the following terms are applicable. All cancellations and change of dates must be advised in writing.

- » Greater than 30 days prior to the scheduled event; the deposit paid will be fully reimbursed.
- » Between 8 and 29 days prior to the scheduled event; 50% of the full confirmed value of the function will be charged.
- » 7 days or less prior to the scheduled event; 100% of the full confirmed value of the function will be charged.

In the event where any equipment or entertainment or item booked through a supplier is cancelled, all charges associated with the cancellation will be paid in full by the client to the supplier.

ABN 12 906 632 253

136 Greenhill Road
Unley SA 5061

Phone
08 8300 0108

Facsimile
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Email
enquiries@enthouse.com.au
www.enthouse.com.au

Please note : Nominal surcharges apply for functions on Weekends and Public Holidays





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Function Timing

The client agrees to begin the function at the scheduled time, and agrees to have guests and delegates vacate the designated function rooms at the agreed completion time. Additional room hire charges, labour charges and any associated costs incurred by the venue may apply at the discretion of management should the function exceed beyond the agreed completion time.

In the case of a function consisting of two or more consecutive days, a twenty-four (24) hour room hold is available on application, and will be subject to additional room rental charges, unless otherwise stated within this contract.

Booking of other functions and or events

Enterprise House reserves the right to book other functions in the function room up to one (1) hour before the scheduled function commencement time and one (1) hour after the scheduled finishing time. Should additional time be required by the client to set up for an event, or to pack down after an event, Enterprise House must be notified.

BYO Food and Beverage

No food or beverage may be brought onto Enterprise House premises for consumption during the event. Failure to comply will result in the function being cancelled.

Audio Visual

All audio visual requirements are to be booked directly through and provided by Enterprise House.

No audio visual equipment may be brought onto Enterprise House premises without the express prior consent of management.

Damage

The attachment of banners, signs or posters to any wall surface, or the use of pins, nails or tape is not permitted without prior approval by Enterprise House management.

The client is financially liable for any damage sustained, or loss incurred to Enterprise House property through their own actions or through the action of their guests, contractors or sub-contractors.

Insurance

Enterprise House will not accept responsibility for the loss or damage to any equipment or merchandise left on the premises prior to, during, or after the function. We recommend that clients take out their own insurance.

It is the responsibility of the client to provide personal insurance cover for their employees or contractors whilst on site at Enterprise House.

The Client agrees to indemnify and keep indemnified Enterprise House in full against all claims, actions, suits, proceedings, demands, costs (including solicitor and client costs), expenses and losses sustained or incurred by the venue including any damage sustained to the property of Enterprise House as a result of any breach by the client of the terms and conditions herein or of any acts, omissions or neglect on the part of the client or its agents, guests, invitees, contractors or sub-contractors.

Deliveries and Storage

Enterprise House must be notified in advance of any deliveries. All items should be marked for the attention of the Function Sales and Operations Executive with the function name, date and number of items being delivered. Assistance with deliveries will be offered on the basis of staff availability at the time of delivery. Enterprise House will not accept responsibility for the damage or loss of merchandise left on the premises prior to, during, or after the event. It is the responsibility of the client to arrange collection of all items left on the premise. Goods left without prior arrangement will be deemed abandoned. If storage is required, prior to, during or after the function, Enterprise House reserves the right to charge handling fees.

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Fire Regulations

Any user of Enterprise House, and any person acting on their behalf or in their employ, must not do or require to be done anything that is contrary to the laws and regulations with respect to the Places of Public Entertainment Act and the Liquor Licensing Act of South Australia.

Users of the facilities may not bring anything of an explosive nature onto the premises.

No equipment, fittings or materials may be placed in any aisle way or in such a position that the access to any designated exit is in anyway obstructed.

All equipment, fittings or materials to be brought onto the premises will be free of any defects that might cause damage to the premises.

Where, because of the nature of any conference, exhibition or entertainment it is necessary for material of a highly flammable nature (e.g. petroleum products, cooking oil etc) to be used on the premises, permission to use such material must be sought by written application to the Manager – Enterprise House no less than thirty (30) days prior to the first day of occupation on the premises. If permission is granted by the Manager – Enterprise House, Enterprise House will provide, at the user's expense, a fireman to be present at all times when the building is occupied by the general public, invited guests or conference delegates.

Currency and Taxes

All rates are expressed in Australian Dollars, net, non-commissionable, inclusive of GST. Should any new taxes be introduced or current taxes increased, they will be passed on to the client as an additional charge, outside of our control. All prices are current at time of quotation and are subject to revision prior to Enterprise House receiving a signed contract.

Menus and Prices

Every possible effort will be made to maintain menus and prices; however these are subject to change due to circumstances beyond the control of Enterprise House.

Advertising

Prior permission is required to use the Enterprise House name and or logo in print or audiovisual display, or any form of media or medium, and management must approve final publication.

Photography and Recording of the Event

Prior permission from Enterprise House management is required for recording of the event by way of photography, sound or video.

Special Effects

Smoke machines, special balloon effects or pyrotechnics cannot be operated without prior authority from Enterprise House management, due to the effect on the smoke detectors. Three (3) working days notice in writing is required. Should the fire brigade respond to an alarm set off by the unauthorised use of special effects, the client will be liable for any charges incurred.

Security

Arrangements for additional security requirements over and above the existing service provided by Enterprise House can be made upon request.

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Content of the Event

If Enterprise House has reason to believe that a function will affect the smooth running of Enterprise House's business, security or reputation, the management reserves the right to cancel at its discretion, and without notice or liability.

Responsible Behaviour

Clients will be responsible to ensure the orderly behaviour of their guests and Enterprise House reserves the right to intervene where it sees fit.

Performer / Crew Catering

Clients will be responsible to pre arrange meals for band members, production teams, performers and all contractors. Impromptu meals and refreshments will not be provided without prior arrangement.

Responsible Service of Alcohol

Under the Liquor Licensing Laws Enterprise House is under an obligation to ensure your patrons do not become intoxicated or disturb the neighbourhood. It is the client's responsibility to ensure that all attendees behave in an orderly manner during and after the event and do not breach our obligations.

Cleaning

General and normal cleaning is included in the cost of the function. In instances where an event has created cleaning requirements that are considered by Enterprise House management to be over and above normal cleaning, the client will be responsible for additional costs.

Force Majeure

Enterprise House will not be liable for any non-performance of its obligations under the contract in the event of Riot, Fire, War, Terrorist Acts, Acts of God, Labour Disputes, Government Regulations, Flood, Storms or any other Force Majeure Events.

In order to confirm your acceptance of the enclosed terms and conditions, we would request a copy of the contract be signed and returned within seven (7) days.

For Enterprise House	Client
Name: _____	Name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

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