

TERMS AND CONDITIONS

BOOKING CONFIRMATION

Room hire and/or reserved space deposits are required at the time of booking. Bookings are not confirmed until payment of the room hire or deposit has been received. Proof of payment must be submitted via email..

FUNCTION MINIMUM REQUIREMENTS

- All functions require a minimum of 25 guests.
- A minimum food spend of 1 platter per 8 guests applies to all functions.
- For set menus, the minimum number of meals must be paid for, even if the actual guest count is lower.
- The private bar in the function room requires a minimum beverage spend of \$800.00.
- If the minimum spend is not met, the credit card on file will be charged the difference.
- Pre-payment for private bars may be required in certain cases.
- The host must provide valid ID and a Visa/debit card during the function.

FOOD & BEVERAGE

Food options:

1) Platters ; 2) À la carte ; 3) Set Menu

- No outside food or beverages are permitted, except for celebratory cakes or desserts.
- Plates, cutlery, and napkins will be provided at no extra charge for self-service.
- If any other outside food or beverages are found during the function, the full bond will be forfeited, and no refund will be issued.
- Daily specials are not available for à la carte functions.
- Entertainment vouchers, promotional vouchers, and coupons cannot be used for function payments.
- Food and beverage selections must be finalised no less than seven (7) days prior to the event date.
- Menu items and prices are subject to change at the venue's discretion.
- Final event information — including vendor details, room setup, schedules, and guest numbers — must be submitted to the Functions Manager at least seven (7) days before the event.

CANCELLATION OF FUNCTION

- Cancellations made 14 days or more prior to the event date will receive a full refund.
- Cancellations made within 14 days of the event will not receive a refund on deposits or venue hire fees.
- Cancellations made within 7 days of the event will incur full venue hire and food costs.
- All cancellations must be submitted in writing to the Functions Manager by the hirer.

BIRTHDAY CELEBRATIONS

- All birthday celebrations require a refundable bond payment of \$500.
- Any damage caused by the client, guests, or decorators will result in the loss of bond.
- A security guard is required for all 18th and 21st birthday celebrations at the hirer's cost.
- One (1) guard per 50 guests is mandatory.

Rates:

- Monday–Saturday: \$75.00 per hour per guard
- Sunday: \$85.00 per hour per guard

DECORATING

- The hirer is financially liable for any and all damages to venue fixtures or fittings, whether caused by the hirer, their guests, contractors, or sub-contractors — including any damage occurring during movement in or out of the venue.
- Any styling or event theme within the venue is subject to management approval and must be approved in advance.
- All decorations must be removed at the conclusion of the event unless prior arrangements have been made with the Functions Manager.
- If decoration is required one day prior to the function, an additional \$50 hire fee will apply.
 - This is subject to room availability and approval by the Functions Manager.
- Smoke machines are strictly prohibited.
 - A \$200 fine will apply if a fire alarm is triggered as a result of unauthorised smoke machine use.

PAYMENT DETAILS

- A deposit (including full room hire fees) must be made 14 days prior to the function date.
- For 18th and 21st birthday functions, a \$500 bond deposit is also required 14 days prior to the event.
- The remaining balance — including food and beverage costs — must be settled on the same day as the function.

FUNCTION ROOM HIRE

Monday–Friday (4 hours)

- Room hire fee: \$150
- Additional \$100 for bar service (optional) & Additional \$100 for projector use (optional)

Saturday–Sunday (4 hours)

- Room hire fee: \$175
- Additional \$100 for bar service (optional) & Additional \$100 for projector use (optional)
- If the function exceeds 4 hours, an extra \$50 per hour applies.
 - Extension is subject to approval by the Functions Manager.

BEER GARDEN HIRE

- Booking fee: \$300 for 4 hours
- Minimum 35 guests required (up to 50 people maximum)
- Minimum spend of \$1,500 (food & drinks only)
 - Payment required 7 days before the function
- Drinks must be ordered at the bar counter.
- If the event exceeds 4 hours, an extra \$50 per hour applies (subject to Functions Manager approval).
- Functions cannot be booked during major sports days.

Note: The kids' play area is not included in beer garden hire.

TOP LOUNGE HIRE

- Booking fee: \$100 for 4 hours
- Minimum 20 guests required (up to 30 people maximum)
- Minimum spend of \$800 (food & drinks only)
- Payment required 7 days before the function
- Drinks must be ordered at the bar counter.
- If the event exceeds 4 hours, an extra \$50 per hour applies (subject to Functions Manager approval).



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