



Function Room Hire – Terms & Conditions

Terms and Conditions:

These Terms and Conditions must be read and agreed to prior to submitting your Booking Enquiry on this website. By ticking the appropriate checkbox on the Functions Enquiry Form, you are stating that you have read, understand, and agree to the following Terms and Conditions for booking the Function Room facilities at Cutler & Smith.

Function Room Hire Fee:

Payment of the Room Hire Fee - \$300, is required in full [no later than] fourteen 14 days prior to the date of the Function. Cutler & Smith reserves the right to cancel bookings where confirmation is not received within these specified timeframes.

Bookings & Confirmation:

Your booking is considered confirmed when payment of the room hire fee has been paid in full. To confirm your booking, please contact the venue to arrange payment.

Cutler & Smith requires that final guest numbers be confirmed 3 days prior to the function date. This number can be decreased or increased however the number confirmed at 3 days prior is the minimum amount that will be charged, any increase to this minimum number must be paid for at the completion of the function.

All food options must be confirmed 7 days prior to the function date and confirmed guest numbers are not refundable.

Final Acceptance of Function Booking Requests:

Cutler & Smith reserves the right to accept or decline any function booking request.

Cancellation:

In the event the Hirer must cancel the function, notice of cancellation is required.

If notice of cancellation is given more than (7) seven days prior to the date of the function booking, a full refund of the Room Hire Fee will be received. If cancellation notice is given less than seven (7) days prior to the date of the function, the Room Hire Fee is forfeited.

Alcohol:

The premises are licensed and as such alcohol is not permitted to be brought onto the premises.

Smoking:

Smoking or the use of E-cigarettes/vapes is not permitted within Cutler & Smith, all guests must see staff for designated smoking areas.

Responsible Service of Alcohol (RSA) Standards:

Cutler & Smith abides by the ACT Liquor Act 2010 and associated Regulations and practices the responsible service alcohol. Persons under the age of eighteen (18) years ARE NOT to be served alcohol under any circumstances. Cutler & Smith reserves the right to refuse entry and/or service of alcohol to intoxicated patrons.

Management reserve the right to stop the service of alcohol to any function guest at any time in accordance with responsible serving of alcohol policies and licensing arrangements. Guests who display what is deemed to be inappropriate behaviour at any time may be asked to leave the premises.

Conduct:

The hirer is responsible to conduct the event in an orderly manner and in full compliance with the rules and regulations of Cutler & Smith and all applicable laws. Cutler & Smith reserves the right to intervene if an events activities are considered illegal, excessively noisy or offensive. Cutler & Smith reserves the right to remove patrons attending events from the premises for unruly behaviour. Cutler & Smith operates under the Liquor Act 2010 – and thus enforces the Responsible Service of Alcohol, even though you are holding a private event. Any persons considered to be under the legal drinking age of eighteen (18) years are NOT, under any circumstances, to be served alcohol. Cutler & Smith further reserves the right to refuse the service of alcohol to any patron it considers to be intoxicated, and/or offensive manner.

Access:

Reasonable access to the function room is available prior to the event start time for any decorations and other set up. If early access is required, Cutler & Smith requires a minimum of 48 hours' notice to ensure that all necessary arrangements are in place for you to be able to have access to the room. All decorations are the responsibility of the customer. Nothing is to be nailed, screwed, stapled, or adhered to the venue without the prior approval of the Cutler & Smith manager. Any damage to the venue will incur appropriate charges for repairs.

Post Function Cleaning:

The function room area will be made available to the Hirer in a clean and tidy condition. The Hirer shall leave the premises as stated above at the completion of their event, in a clean and tidy condition with all fixtures in good working order and condition. If the Function Room is left with excessive cleaning required, the Hirer agrees to incur an additional cleaning fee of \$300.

Damage or Loss:

We assume no responsibility for the loss or damage to any property belonging to the Hirer or their guests. The customer is financially liable for any damage sustained, or loss incurred, to Cutler & Smith property, fixtures or fittings, whether through their own or through actions of their guests. The Hirer is responsible for delivery and collection of any external props/equipment.