

TERMS AND CONDITIONS

NAJJARS CAFÉ NORTH ADELAIDE

DEPOSIT/PAYMENT

A deposit of \$200 plus applicable room hire fee is required within 5 days to secure your booking

In the event of decrease in final numbers 4 days prior to function, menu payment is non refundable

Deposit will be refunded at the completion of function, when manager has finalized details & premises check

Management has the right to cancel any function in the event a deposit has not be received by a specified date.

Final numbers must be confirmed with FINAL MENU PAYMENT 5 days prior to your function before 12 noon. Any reduction after this date will be charged accordingly. All monies owing must be finalized at the conclusion of your function

NO ACCOUNTS AND NO CHEQUES

ROOM HIRE

Please check with the functions coordinator the room hire rate you will be required to pay.

ROOM HIRE RATE _____

CANCELLATION

In the event of cancellation of a confirmed function deposit & room hire is non refundable.

START/FINISH TIME

The function agrees to start & complete the function area at the scheduled time. Functions are to conclude by midnight. Surcharge will apply at Managements discretion.

MENU

Menu selection is required to be confirmed when paying deposit.

Set menu / Breakfast/ Conference menu requires minimum 20 people.

Buffet menu requires minimum 40 people.

Cocktail menu requires minimum 40 people.

PRICING

Menu is subject to change at Managements request without notice.

DECORATIONS

No items to be fixed at all to any wall, or any part of the building. Candles are not permitted. Party poppers/ confetti are not permitted. Decorations must be approved by Management.

CLEANING

If cleaning requirements are judged to be in excess, additional cleaning charges will be incurred.

EQUIPMENT

Use of any electrical equipment requires a fee, refer to price list.

NO ELECTRICAL EQUIPMENT IS PERMITTED, PLEASE CHECK UPON BOOKING OUR CONDITIONS

NAJJARS CAFE

21-23 O'Connell St, North Adelaide SA 5006

Ph (08) 8239 1860 Fax (08) 8239 1899

Website : www.najjarscafe.com ~ Email : bookings@najjarscafe.com

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OUTSIDE CATERERS

Food & beverages are not permitted into the premises. In the event of guest supplying their own cake a fee of \$1.00 per person will apply

COMPLIANCE

All patrons are permitted to conduct their function in a respectable manner and in full compliance with Management & Staff at Najjars Café. Function organizer will be held financially responsible for any damage to premises.

Management have the right to refuse entry to persons intoxicated or may be of harm to themselves or

others. Intoxicated persons will not be served alcohol.

All liquor license regulations must be complied.

ENTERTAINMENT

Jukeboxes/ DJs are permitted. Management must be notified of arrangements.

Any other form of entertainment must be agreed to by Management prior to function.

Noise regulations must be complied. No music is permitted outside café areas

I hereby acknowledge & agree to comply to the above terms & conditions..

Full name

Contact Number

Address

Post Code

Signed

Function Date

Deposit/Room Hire received

Booking Application attached

Office use only: Management signed & dated

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