



## PAYMENT, TERMS & CONDITIONS

- A deposit of the room hires and /or agreed pre-ordered food and beverage items is required on confirmation of the event with Union Café, all bookings are considered provisional unless secured by a deposit.
- Payment can be processed via EFT, credit card or cheque. We do not accept cheques unless the relevant sums are cleared in our account within 7 working days of the event.
- In the case that the event is cancelled within 14 working days of the event date 50% of the total anticipated spend will be retained by Union Café or the deposit may be non-refundable. This is at the discretion of management.
- As a standard company policy we do not offer credit so ask that any additional food and beverage tabs, additional to any pre-payments, be settled on or before departure on the date of the event. This can be done by credit card or cash. We do not accept cheques on the night.
- 50% payment for any food and beverage expenditure in Union Café must be processed 1 week prior to event & remainder of balance must be settled in full at the time of departure from Union Cafe.
- Pre-ordered wines are subject to availability. If a product is unavailable, we will offer an alternative at the same or similar pricing.
- Final numbers and food and beverage quantities are required in writing no less than 72 hours prior to the event. Within the 72 hour advance period, if numbers drop below those agreed, a cancellation fee of 50% per person will be charged. If the numbers are greater than anticipated the agreed costings per head will be applied. There is a 12.5 % service charge on your final bill.
- For cancellation within 24hrs prior to the event 100% of the costs per person will be charged.
- Due to seasonal variations, Union Cafe may need to vary ingredients detailed on the menus. Union Cafe will endeavor to provide the client with details of any significant menu changes.
- Beverage pricing is subject to change.
- The group will have exclusive use of the spaces for the agreed times.
- The client may brand the space but must not interrupt normal service in advance of the private event commencing.

- Branding requirements of the client are currently TBC with all items to be agreed with Union Cafe 14 days in advance of the event. This includes all internal and external branding requirements.
- The smoking area will close at 10.30pm and with current restriction all guest must be off the premises by 11.30pm
- Union Cafe will provide appropriate security and operational staffing levels for the event.
- Any damage to fixtures and fittings caused during the event is the responsibility of the client and the cost of making any such damage right is the responsibility of the client, no more than 14 working days after the event.
- Any props, decorations or external furniture or equipment must be removed on the same day the event concludes unless otherwise agreed with management. Any items left in the Union Café complex is at the risk of the owner. Union Cafe will not take responsibility for any lost or damaged property.

Signed (name of booker):

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Date: