

ALEX&Co.

T&C



TERMS & CONDITIONS

Confirmation, deposit and cancellations

Function bookings are only confirmed upon receipt of a signed booking form, including Terms and Conditions, and with the required deposit or room hire paid in full. We require the majority of your party to be present within 15 minutes of the confirmed arrival time. Cancellations must be made in writing. For large groups, we require the final number of confirmed guests 1 week prior before the event, otherwise will incur a \$25 per person cancellation fee. Cancellations made within 90 days of the event date will forfeit any deposits, area fee's or payments made. All outstanding accounts must be settled in full at the conclusion of your function. ALEX&Co reserves the right to cancel the booking if:

- i. ALEX&Co or any part is closed due to circumstances outside the venues control.
- ii. The deposit has not been paid by the due date.
- iii. If the function may prejudice the reputation of the restaurant.

Insurance and damages

Damage sustained to any of ALEX&Co. property by guests, client or contractors is the responsibility of the function organiser. ALEX&Co. does not accept any responsibility for damage or loss of property left during the course of, or after the function. ALEX&Co. reserves the right to exclude or remove any undesirable persons from the function or the premises without liability.

Licensing, restrictions and minors

ALEX&Co practices the Responsible Service of Alcohol and requires that guests respect and adhere to the laws relating to intoxication and responsible behaviour. Proof of age must be carried at all times in the form of a current Australian driver's license or current passport. No other forms of identification will be accepted. ALEX&Co. is not permitted to serve alcohol after 12:45am Monday to Saturday and 10pm on Sunday's.

Catering

All food choices, final numbers and dietary requirements must be confirmed and pre-paid 7 days prior to the event. Please note, that whilst all possible measures are taken to ensure menus are consistent from the point of booking, due to seasonal changes, the venue reserves the right to change any menu item, the client will be informed of any such changes.

BOOKINGS & INQUIRY

Our services extend beyond our amazing food and drink offering. We have our events team who can assist you with all of your decorations, floral, entertainment and other special touches that will bring your event to life.

For inquiries, please visit our website at www.alexandco.com.au/functions or send us an email at reservations@alexandco.com.au or call us at **02 9194 4499**.

To confirm a function, please visit our website at www.alexandco.com.au/functions and simply fill in our event form. A confirmation email will be sent upon receipt of your details, selections and deposit payment.