

## HVB Courtyard Functions

### **HVB Courtyard/Outside Area**

The Courtyard is licensed to entertain people from 18 years of age, current and Valid ID must be presented, No persons under 18 or without ID will be allowed entry.

The area capacity is 80 people.

18<sup>th</sup> Birthdays and Bucks nights will not be held in the Courtyard.

There is no area hire for the use of the Courtyard, but we do stipulate a minimum spend of \$400 on the bar. Variations may be arranged, please discuss with the functions coordinator

### **Function Times**

Friday 8pm – 11pm, the area is then opened to the public

Saturday 8pm – 11pm, the area is then opened to the public

If you would like early starting times or any variations please discuss this with the functions coordinator

### **Room hire, Confirmation and Deposit**

Tentative bookings will be held for two weeks from the date booked, after this period a deposit of \$100.00 for all functions must be received to confirm your booking.

Deposits are non refundable should the booking be cancelled.

Guest numbers and function details are to be confirmed 2 weeks prior to the function date.

Catering will be charged on the confirmed number.

Full payment is required at the completion of your function

## **Bar Account**

If you wish to provide drinks for your guests a 'dry till' can be arranged, Please discuss with our function coordinator what you would like to supply, whether it be beer, wine and soft drink or beer wine and mixed drinks. We can tailor a package to suit your specific needs.

Cash or Credit card payments can be given at the beginning of the function. When the limit is reached we will notify you, the options from there are either increase the limit or go to a cash bar.

A minimum spend of \$40 on the bar needs to be reached by the completion of the function, you do not need to put the \$400 on the bar personally but if it is not reached the remaining amount will be paid for by you.

All monies must be paid in full at the completion of the function

## **Food**

HVB is pleased to assist in tailoring a menu of finger foods to suit your requirements

Please let us know in advance if any guest has food allergies so alternative meals can be provided.

Catering is supplied by Mansfield Catering.

You may bring platters of nibbles or your own cake. Any hot food that you wish to bring must be heated already as we do not have the facilities to heat or cook food.

Food must be ordered two weeks prior to the function with numbers also finalized at this time

Pizza from Eagle Boys may also be organized, please enquire through the Functions Manager.

## **Decorations**

The area decorations are entirely up to you, aside from a few simple rules. All fixings are limited to blue tack only, no confetti or table scatterings are allowed.

Decorations can be set up by you an hour before your function or at an arranged time. Please finalise times with the functions coordinator one week before your function

## **Dress Code**

HVB has a strict dress code. Management reserves the right to refuse any guest to a function regardless of a name on the guest list. Any Themed Functions must be authorized by the Function coordinator.

**Music and Entertainment**

HVB will provide you with music to the Courtyard free of charge, however if you wish you can bring your own iPod. Please confirm all arrangements with the Functions Manager.

**Security**

A security guard will be provided by HVB to ensure that only guests invited to your function enter the Courtyard up until 11pm.

**Insurance/damage**

HVB will not accept liability for any lost or damaged items during a function.

For any damage to equipment or furniture during the function the client shall pay for cleaning and repair costs.

**Unacceptable Behavior**

Management of HVB reserve the right to refuse and exclude entry to any person to a function deemed undesirable or intoxicated. No food or beverages of any kind are permitted to be bought into a function unless previously authorized by the functions manager.

We would like to take this opportunity to thank you for choosing the HVB-Nightclub for your function

I acknowledge that I have read, understood and accept the above terms and conditions.

Name

Signature

Date

HVB Nightclub

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