



STARLIGHT LOUNGE VENUE BOOKING TERMS AND CONDITIONS

EVENT BOOKING CONFIRMATION.

Event bookings will be tentatively held for one week, at which point a deposit of \$200 will be required to confirm the booking. All deposits are non-refundable, change of date may occur if there is a booking vacancy.

Final payment of booking required 14 days prior to event. Additional charges settled on the day of the event via cash or credit card.

CATERING CONFIRMATION

Catering requirements must be finalised 14 days prior to your event, including any dietary requirements, special requests and final numbers. Note that your confirmed final numbers will be the minimum catering charge on your account, irrespective of attendance on the day.

No food or beverage is allowed to be bought into the premises, except that which is agreed prior to the event, for consumption by the client or any guests attending the event.

CLEANING

General cleaning is included in the cost of your event however, if cleaning requirements are excessive, additional charges may be incurred.

DANCE FLOOR

There is strictly no food or beverage to be taken on the dance floor. An additional cleaning charge of \$200 for any spillages on the dance floor. The organiser is responsible to ensure guests adhere to this policy.

DECORATIONS

Decorations may be brought in by the organiser, at an agreed time which must be arranged with management beforehand. Set up and pack down timing can be discussed with the Event Coordinator. Nothing is to be attached to any walls or ceilings unless agreed before the event.

LIABILITY

The organiser is responsible for any damage, theft or injury sustained at the venue. The venue does not accept responsibility for any goods, gifts or personal belongings brought in by guests.

LICENSING & RESPONSIBLE SERVICE OF ALCOHOL

We adhere to the responsible Service of Alcohol Guidelines. All events that are licensed require food to be served, under the Liquor Licence. We are unable to serve alcohol to any guests who are not able to provide suitable identification. We reserve the right to refuse service to any person deemed unsuitable, and to remove any person(s) believed to be intoxicated, unruly or who may pose a danger to themselves or others by remaining at the venue.

Guests under the age of 18 years must be supervised at all times by a parent or legal guardian.
Minors must leave the premises no later than 12.00 am.

Some events may require a security guard, to be charged at \$50 per hour (minimum 4 hours)

By signing below, you accept the terms & conditions outlined in this document.

NAME:.....

EMAIL:.....

DATE:.....

Please return via email lorraine@rocket88shirt.com or in person to
Starlight Lounge - Unit 9, 16-18 Research Rd, Pooraka, SA 5095 - Ph: 0413 759 024 .



STARLIGHT LOUNGE BOOKING FORM

Please complete this form and return it to the Starlight Lounge to confirm your function booking :

Date of Function.....

Type of Function.....

Name of Host.....

Contact Number.....

Email Address.....

Number of Guests.....

Special Requirements.....

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OFFICE USE ONLY:

Deposit Paid.....

Receipt Number.....

Date.....

Please return via email lorraine@rocket88shirt.com or in person to
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