

Terms & Conditions

Confirmation Deposit: a minimum non-refundable deposit of \$300 is required within 7 days of the function being booked. Management reserves the right to cancel any function where upon the deposit has not been received within the specified time. We reserve the right to request deposit on earlier date, should interest arise from other parties in booking your chosen date.

Cancellation of an event must be in writing and all deposits are non-refundable. In the case of non-arrival or cancellation received after confirmation of numbers, Universal reserves the right to retain all money paid and charge for numbers confirmed. We reserve the right to cancel any reservation which has not been confirmed within the specified time .

Settlement of the account is required 7 days prior to the function. The balance of payment (beverages + surcharges (s) must be made at the completion of the event.

Insurance Universal will not accept responsibility for damage or loss of merchandise left on the premises prior, during or after function. Function organizer need to arrange personal insurance and security.

Security Universal reserves the right to exclude or eject any objectionable persons from the premise .

Any Damages / Breakages / Theft sustained by the venue as a result of activities held at the venue is the financial responsibility of the function organiser.

Displays and signage nothing is to be nailed, screwed or fixed in anyway to any wall, door or other part of the building without prior permission from management.

Unforeseen Events Universal does not accept any liability in the event of any natural disasters or any other circumstance beyond the control of the venue.

Deliveries all deliveries (i.e. entertainment equipment, balloons, and cakes) for the function are to be delivered on the day (with prior arrangement with the function coordinator). Universal will not accept responsibility for goods left on the premises.

Menu details must be finalised 7 days prior to your function date to ensure our chef is able to maintain the quality standards we have set. In the event of changing a previously confirmed menu, charges may apply.

Final numbers are required 5 clear working days prior to your function date. Once final numbers have been confirmed, this number will represent, the minimum number of guests for which you will be charged. Payment can be made in the form of a business cheque or cash. Credit cards accepted but please note that American Express, Diners, International Credit Cards incur 3.5% surcharge. Personal cheque will only be accepted by prior arrangements.

Prices & Menus all prices are based on current cost and are subject to change without notice to meet increases as they arise.

All prices quoted are inclusive of GST.

Start and Finish Times extensions are sometimes available and must be organised prior to the function, generally lunch functions commence from 12 noon and finish at 4pm, and evening functions commence from 6.30pm and finish at 11.30pm. (The bar closes ½ hour prior to these finish times)

Entertainment: Universal reserves the right to approve all musicians' bands and or dj prior to the function. Universal sound system is to be operated by Universal staff only and we reserve the right to control volume levels.

Accepted by Client

Client Name _____

Function Date _____

Client Signature _____

Date _____