



# SEAVIEW

WILLIAMSTOWN EVENTS CENTRE

## Seaview External Catering / Venue Only Hire

Seaview Williamstown Events Centre is located in the beautiful inner city sanctuary of Williamstown.

Located just 20 minutes from the Melbourne CBD, The view from Seaview Events Centre is simply breathtaking, Offering spectacular views of the beautiful Port Phillip bay and the Melbourne Cityscape.

Seaview Williamstown offers a large space that can hold up to 260 guests for cocktail or Sit down functions. The venue also has the flexibility to be divided into two rooms that can each hold 130 guests.

### **The cost of External Catering Hire / Venue Only hire covers the following**

1 x 45 min Event consultation meeting – design of floor plan/ set up requirements

Event day set up of all tables, chairs and linen.

Maximum 13 Tables per room including Table cloths

135 Chairs

Floating Bars x 5

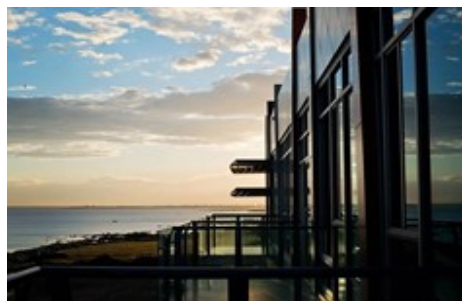
Ottoman pods and Tables x 4 sets of 4

Use of AV equipment (Client to operate all AV)

Security (for all event over 65 people)

Pre-event Venue Cleaning\*

**Please note we do not allow BYO of any Liquor—BYO Soft drink only available if booking external catering or beverage package**





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## Seaview External Catering Hire Prices

Seaview is pleased to offer clients the options of using an registered external catering team to provide catering for their events. Please be aware that an external catering fee only covers the following

- ◆ Commercial Kitchen cooking equipment usage including Rational, Ovens, Deep Fryers ( due to dietary requirements - catering team must provide their own oil ) Microwave, Stove tops and Grill plate.
- ◆ Cool room facilities
- ◆ Room set up including table and chair set up and table linen ( max 13 tables/ cloths per room )
- ⇒ External Catering venue hire DOES NOT include the usage of any serving equipment such as Cutlery, Crookery, Platters, Napkins or Glass wear ( unless purchasing a beverage package) but can be provided at an additional cost.
- ⇒ A refundable Cleaning bond of \$500 is also required and will be refunded on completion of kitchen & venue cleaning post event.

### **EXTERNAL CATERING VENUE HIRE PRICES—**

Maximum of 260 guests

1 bar in operation ( extra \$300 extra for both bars to be opened) BYO soft drink only

**( Prices vary depending on package selected \*)**

*External Catering + No Bar (Non Alcoholic events = \$3500.00*

- ◆ *External Catering + beverage package 80+ ppl = \$500.00 Venue Hire Fee*
- ◆ *External Catering + \$1000.00 Min Bar Tab = \$2500.00 Venue Hire Fee*
- ◆ *External Catering + \$2000.00 Min Bar Tab = \$2000.00 Venue Hire Fee*
- ◆ *External Catering + \$3000.00 Min Bar Tab = \$1500.00 Venue Hire Fee*
- ◆ *External Catering + \$4000.00 Min Bar Tab = \$500.00 Venue Hire Fee*



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## Seaview Venue Hire Only Prices

### Venue Hire Only—No External Catering/Kitchen Facilities Required

#### NO BYO food or alcohol

Prices based on 1 function room—Maximum of 130 guests  
( Prices vary depending on package selected \*)

Venue room only + No Bar (Non Alcoholic events + no catering) = \$1500 Per room

- ◆ Venue room only + beverage package 80+ ppl = \$500.00 Venue Hire Fee
- ◆ Venue room only + \$1000.00 Min Bar Tab = \$1200.00 Venue Hire Fee Per room
- ◆ Venue room only + \$2000.00 Min Bar Tab = \$900.00 Venue Hire Fee
- ◆ Venue room only + \$3000.00 Min Bar Tab = \$500.00 Venue Hire Fee
- ◆ Venue room only + \$4000.00 Min Bar Tab = No Venue Hire Fee

### Seaview Additional Services

Additional services can be purchased in addition to your External Catering/ Venue Hire Only— As per below

#### **Bar Staff** (x1 per staff per 70 guests)

Based on 5 hr event (including bar set up and pack down 6.5 hour total ) \$210.00

**Additional Bar Staff** \$31 -\$34per hour

**Event staff** (including theming, additional event set up etc) \$31 -\$34per hour

**Table cloth hire (white basic)** \$4 each

**Staging hire** \$50

**Portable PA** \$150.00

**Crockery / Cutlery Hire** \$ Price per person



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**Terms and Conditions**

## **Venue Hire Duration**

The venue hire covers a duration of a maximum of 7 hours, including 2 hours access for deliveries and set up. Doors to be opened to guests 15 min prior to function start time.

5 hours duration includes pack up and cleaning of function space prior to leaving. ie 5 hour function starts at 7pm, 11:30pm guests to start leaving/ Pack up and cleaning begins, 12 pm room vacated, 12.15-12.30 doors locked. A further fee of \$100 per hour may be payable if the room is not vacated promptly.

## **Venue cleanliness \***

The room shall be left in a clean and tidy conditions and in particular

- All external products brought into the premises including boxes, food and drink containers, disposable plates etc shall be removed from the premises by the hirer and/or catering team.

- All crockery and cutlery, if used prior to arrangement with venue, shall be washed, polished and returned to the cupboards provided.

- Any damage to the building, any fixtures, chairs, tables, kitchen equipment or any other items belonging to Seaview must be reported. The hirer shall be responsible for any costs associated with repairs or replacements

## **Kitchen facilities**

Kitchen facilities including usages of all cooking equipment only. Cutlery, crockery etc shall only be used if arranged with Seaview prior to your function ( please note an additional fee will be applied for any usage of kitchen items. . A rental fee and refundable cleaning bond may apply if kitchen facilities are required. All kitchen facilities must be thoroughly cleaned and returned in the same condition. A cleaning fee may be charged should this not be adhered to.

## **OPERATION OF KITCHEN FACILITIES**

The Patron agrees that it, its employees and agents will follow the rules, directions and instructions of the Seaview Events Centre kitchen staff. If Seaview Events center Staff determines that the Patron is using the kitchen facilities in a dangerous manner it may immediately revoke Patron's privileges to use the kitchen facilities. In the event Patron damages any of the kitchen equipment, Patron agrees to promptly pay for all costs of repair or replacement of the damaged kitchen equipment.



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## Terms and Conditions

### Surcharges

Surcharges may apply on certain days of the year such as public holidays and for Saturday and Sunday events. These also apply to dietary requirements.

Please ask your event coordinator to confirm this. Surcharges of \$150 Per hour will also apply if the room is not cleared within 1 hour of your event concluding.

### Cancellation

In the case of an event being cancelled a written notification is required. The following terms are applicable:

Over 60 days written notice – 75% of the deposit will be refunded.

Between 30-60 days notice, the deposit will be forfeited.

Within 14 - 30 days notice, the cancellation fee will be 50% of the anticipated revenue originally stated on the event sheet.

If 14 days or less notice, the cancellation fee will be 100% of the anticipated revenue originally stated on the event sheet.

A change or postponement of an event will be considered a cancellation and the above charges will apply.

The venue reserves the right to cancel any booking if the deposit is not received within seven (7) days from confirmation sent date or final payment is not made 3 days prior to function date

Should the venue cancel your event due to terms and conditions not being complied with, all monies paid will be forfeited and an invoice for any revenue lost will be issued.

### Payment

All event accounts or minimum spends (whichever is greater) must be paid with Cash, Credit Card or Direct Deposit Bank Cheque at least 3 days prior to the date of the event unless otherwise specified. Personal and company cheques will only be accepted with prior approval 7 working days before an event. Any remaining bar tabs or costs must be settled on the date of the event.

Minimum guaranteed guest numbers are required seven working days prior to the event. Upon confirmation of these numbers, an invoice will be forwarded and full prepayment of all known costs (including estimated beverage costs) is requested two working days prior to the event. Other incidental charges will be charged after the event with payment due within 7 days of receipt of the invoice.

### Minimum Spends

Seaview reserves the right to apply minimum spends where a room is specifically allocated for a function. The amount will be stated in the Event Confirmation if it applies. When a minimum spend is not met the difference is required as room hire. NO REFUNDS GIVEN ON UNUSED MINIMUM BAR SPENDS- No balance of the minimum spend can be carried forward to any future date.



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## Consumption of Outside Food and Beverage

No food or beverage of any kind will be permitted to be brought into the venue by the client or any other person attending the function unless by prior arrangement with Seaview.

## Equipment, Decorations and Entertainment

To personalise your function or for a unique atmosphere we are more than happy to arrange special equipment, decorations or entertainment through our range of suppliers. All decorations are to be set up and packed up by the client within 30 minutes of the event concluding unless organized through the supplier and included in the costings. Charges will apply dependent on the arrangement. Seaview reserves the right to remove any unapproved or inappropriate decorations. Seaview accepts no responsibility for any lost or damaged Equipment and/or Decorations. All items left at the venue will be disposed of within 24hour unless previously arranged with Seaview.

NO CONFETTI BALLOONS ARE TO BE POPPED OR PETAL/ STREAMER CANISTERS CAN BE USED IN THE VENUE. **An additional non-negotiable cleaning fee of \$80 is to be paid prior to leaving venue if these conditions aren't adhered to**

All external equipment must be approved by Seaview Management prior to event. **Seaview has the right to refuse a item to be used without prior consent**

Under NO CIRCUMSTANCES are any smoke, haze, fog, sparkler ( fireworks) or dry ice machines are to be used in the venue.

Due to OH& S Seaview has the right to cancel your event Should any equipment be used in the venue without prior consent.

## Sound Levels

Suppliers of any type of entertainment such as bands and DJ, to confirm that their noise levels will adhere to the legal requirements, and if not, any resulting penalties will be covered by them.

The hiree shall ensure and take all such precautions at their own expense that are necessary to ensure that there is no escape of noise or amplified music or announcements from the premises that may detract from the amenity of the area.

b. The hiree shall indemnify the hirer from all claims, suits, demands brought against the hirer for damages, losses, for legal costs, fines and penalties or of whatsoever nature by residents, adjoining landowners, the Local Council, Victoria Police, the Environment Protection Authority or the Victorian Commission for Gaming and Liquor Regulation and or any other Statutory Authority.

c. The hiree shall respect the venues right to reduce the sound levels at their own discretion.

Seaview has the right to cancel your event should sound levels not be adhered to where is affecting other patrons or surrounding residences.



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## Signage

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building. Signage must be approved by the event coordinator prior to the event.

## Security

Security is compulsory for all events over 50 guests and functions where exclusive use of the lounge is required at \$50 per hour. The client is responsible to conduct the function in an orderly manner and in full compliance with all applicable laws. Seaview reserves the right to intervene or eject any or all guests from the function if their actions are considered illegal, noisy, aggressive or offensive.

## Supply of Alcoholic Beverages

Seaview reserves the right to refuse the supply of alcoholic beverages to any guests attending the event that are considered to be underage, intoxicated or behaving in an offensive manner.

## Underage Guests

All underage guests must be with a legal guardian for the duration of the function.

## Responsibility

The client is financially responsible for any damage that is sustained to the venue or any other property owned by or in the care and custody of Seaview, which is caused by the client or any other person attending the function.

General and normal cleaning is included in the cost of the event, however additional charges may be payable if the event has created cleaning needs above and beyond normal cleaning.

Seaview does not accept responsibility for the damage or loss of goods left on site including but not limited to all decorations, equipment, furniture.

## Final Attendance

The guaranteed minimum number of guests attending the function is required seven working days prior to the event date which will be the confirmed minimum numbers of guests charged. Should your final attendance reduce by 20% or more from the original quoted attendance, additional charges will apply.

## Patron Behavior

**Seaview has a ZERO TOLERANCE** Policy towards any behavior that may be considered aggressive, antisocial, disorderly, offensive or dangerous. Seaview event management/ security have the right to cancel your event if these terms and conditions are not met. No claim for compensation shall be made in the event of cancellation due to terms and conditions not being complied with.

**PLEASE BE RESPECTFUL TO ALL STAFF**





## Terms and Conditions

### **WAIVER**

I ( the customer ) release Seaview Events center from any liability with regard to possible spoilage and/or food-borne illness should I choose to remove food from the Kitchen or Function room areas

### **In making such a request and by signing this waiver the Customers agree that:**

1. The Customers shall have full responsibility for the removal and safe storage of the leftover food so removed from the Reception.
2. The Customer shall operate with utmost care in removing, storing and/or consuming any leftover food;
3. The Customer is aware that the food may have been left outside for a period of time during the Event and that every precaution must be taken in order to ensure that the food is fit for consumption.
4. Seaview Events Centre and Staff shall not be responsible, in any manner, for any claim, illness or other damage arising out of the leftover food given to the Customer at the end of the Reception. On this basis the Customer is releasing Seaview Events Centre from any liability arising in relation to such leftover food including but not limited to its consumption;
5. The Customer shall indemnify Seaview Events Centre and Staff from and against all claims, losses, liabilities, damage, costs and expenses suffered or incurred as a result of any claim brought forward by any person in relation to the said leftover/BYO or external catered food given to the Customer/guests
6. I accept full responsibility for any allergic reactions or food borne illness that may occur as a result of providing food that has not been prepared in a commercial kitchen or by an authorized/accredited chef or catering team.

I hereby declare that I have read,, understand and agree to the terms and conditions as stipulated in document provided by Seaview Events

Signed \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

### **Please note your event is not confirmed until both this form is signed, 20% deposit is received and credit card details supplied**

Please provide credit card details below as security for your booking. No funds will be charged to the card, except in the event that you do not pay your final invoice within the stated time. Please note that your function will not be considered confirmed without credit card details as security.

Card Holder's Name.....

Credit Card Number.....

Card Holder's Signature.....

Expiry..... Type.....CCV.....

### **Payment Method**

**Payment can be made via cheque, direct deposit, Visa, Mastercard and Amex. Visa and Mastercard payments will incur a service fee of 3% of the total amount charge. Amex payments will incur a service fee of 5% of the total amount charge.**

### **Payment Due:**

Please email copy of Bank Remittance Advise to [admin@seaviewwilliamstown.com.au](mailto:admin@seaviewwilliamstown.com.au) and signed Terms and Conditions

**Payment Details:** NAB – Williamstown Football Club

Direct Deposit— BSB: 083-144 Account Number: 35-812-4235