

Terms & Conditions

Meetings & Conferences @ Parramatta Park Event Centre

Room: Based on Monday – Friday only.
Half Day (8.00am – 1.00pm, out by 1.30pm OR 12.00pm – 5.00pm, out by 5.30pm)
Full Day (8.00am – 5.00pm, out by 5.30pm)
Additional time charged at \$100 for each half hour
Surcharges apply for Weekend or Evening Conferences – please contact our Events Team for a quote.

Minimum Catering Spend: \$1,000.00 per event

Max Capacity for Café Lunch: 25 guests (*a table will be reserved, however it is not exclusive use of Café*)

Deposit: \$500.00 per event along with a signed copy of these terms and conditions.

Cheque: Made out to Emka Group Pty Ltd
Credit Card: Please complete Credit Card Payment section below
Direct Debit: Please contact our functions department on 9630 2029 for account details

Provisional Bookings: Tentative bookings will be made and held for 14 days only. Emka Group will secure bookings on receipt of a deposit and signed terms & conditions as stated above.

Cancellation: Payment is fully refundable if the function is cancelled one month prior to the function date. Payment will be forfeited if the function is cancelled within one month of the function date, however, if we are able to re-book the date within the one month period the payment will be refunded in full. Notice of cancellation must be in writing.

Equipment Hire: A 10% handling fee will be added to the final invoice of all outsourced hire equipment including marquees, staging, theming, technical equipment etc.

Terms of Payment: Please find below Emka Group terms of Payment

- Menu selections are to be confirmed in writing one working week prior to the function.
- The confirmed number of guests is required in writing five working days prior to the event.
- Full payment of the estimated function cost is required in advance of the event. We will charge and cater for the confirmed number of guests.
- The balance of costs will be invoiced to you the following working day and is payable within seven days of the function.

Credit Cards: Payment by credit card is accepted. Charges apply as follows:
Visa, MasterCard, Bankcard 1%

Validity: Quotes and menus are valid for one month from date of issue.
ALL QUOTED PRICES ARE INCLUSIVE OF GST.

Damage: The organiser is liable financially for any damage to the Venue's property, fixtures or fittings whether sustained by their own actions, or through the actions of their guests, contractors or sub-contractors. Please note that nothing is to be nailed, pinned, screwed, stapled or adhered to the walls, doors or other surfaces that are part of the venue.

Insurance/Public Liability: Emka Group accepts no responsibility for damage or loss of merchandise or personal articles left in the venues prior to, during or after a function. 5

Responsible Service of Alcohol: Emka Group is the current holder of a Caterers Liquor License. We will not serve intoxicated guests and we will not serve alcoholic beverages to any person under 18 years of age without proper identification of proof of age. We will at all times adhere to the principles of responsible service of alcohol.

bump-in / bump out times

- Access to venue for deliveries & setup is available one (1) hour prior to guest arrival.
- All props, decorations and equipment supplied for the event must be removed at the end of the function; nothing is to remain onsite.
- Guests have 30 minutes to vacate the premises after event closure.
- Bumpout access of additional equipment, decorations & props is one (1) hour after event closure, after this time a venue / staff fee is applicable per hour or part thereof.
- Overtime fees are: Monday – Sunday \$100 per half hour

Special conditions for hiring the Parramatta Park Event Centre:

- Parramatta Park Event Centre is a non-smoking venue
- For all events, the Parramatta Park Event Centre is a licensed premise.
- 3 Hours Free Parking is available in Parramatta Park. Parking is permitted within bays & car parks marked by signs.
- Full day parking is available – Parking vouchers are available for purchase at \$6.00 each to permit parking adjacent to the Venue for the whole day.
- Please contact our office to pre-purchase parking vouchers which will be available for collection on the day of your event from the Parramatta Park Cafe
- Security required for evening events (after Park closure) at additional cost. Please contact Events Team for details.