

METRO BAR AND BISTRO TERMS & CONDITIONS

- 1 While we are happy to place tentative bookings for your event we can only hold them for 2 weeks. After this time we will require your deposit to secure your booking.
- 2 To confirm your booking a deposit of \$500 will be required. This amount will be deducted from your overall account.
- 3 Estimated guest numbers will be required 30 days prior to your event. Menu & beverage requirements will be required 14 days prior to your event.
- 4 Final guest numbers will be required 5 working days prior to your event, these will be the numbers catered and charged for.
- 5 Premium dates throughout the year will be subject to alternative deposit, cancellation and final numbers arrangements. Please discuss these dates with your function co-ordinator when booking.
- 6 Beverage packages are available so that clients can pre-budget for events, however all packages will be served within the responsible service of alcohol guidelines.
- 7 When a beverage package is chosen for an event all guests attending must be on the same package. Consumption bar tabs and cash bar facilities are also available.
- 8 Please be aware that the Metro has strict standards regarding patron behaviour and reserves the right to charge for any damages incurred during a function.
- 9 While every care will be taken the Metro does not take responsibility for any items left on the premises, it is advisable to ensure that all items are removed at the end of your event.
- 10 The current WA liquor licensing laws will be applicable at all times. Intoxicated or disruptive patrons will be asked to vacate the premises.
- 11 A minimum of 12 weeks notice in writing is required for any cancellations.
- 12 If you cancel your deposited event your deposit will only be refunded if the date that you have booked is booked again by another client, less an admin fee of \$50.00

Patrons paying a deposit for an event will be expected to understand and accept the terms and conditions as outlined above.