



NAME:		
EMAIL:		
PHONE:		
ADDRESS:		
COMPANY:		
TYPE OF EVENT:		
DATE OF FUNCTION:		START/END:
SPECIAL REQUESTS:		
CONFIRMED BEVERAGE PACKAGE:	PER HEAD	\$.....
HOW MANY PERSONS:	CONFIRMED PERSONS
	TOTAL	\$.....
CONFIRMED CANAPE PACKAGE:		
HOW MANY PERSONS:		
CONFIRMED PERSONS		
TOTAL \$.....		



Event Duration

Afternoon 12pm to 4pm

Evening 7pm-12pm

*Examples of 4-5 hour events above

Allowances may be made for an earlier start or later completion time only by prior arrangement & where this does not conflict with other bookings in the function room.

Timings: Evening functions are to commence not earlier than 6pm. Luncheons to conclude no later than 4pm.

Bond: A bond of \$500.00 paid prior to the function is held by SP6 as outlined in the terms & conditions, only if requested by management as it depends on the nature of the event.

Deposit: A deposit is required to confirm a booking date. In order to lock in styling/theming/entertainment or any other additional costs from an estimate a 50% deposit is required.

Theming/Styling: Please make sure you have read the terms & conditions, as no refunds are given on vision boards once they have been supplied to the client. In the event that you proceed with the styling concept, the \$500 fee will be deducted from your total event cost, if you do not wish to proceed you will still be charged the relevant amount.

We supply

Tea Lights and glass holders for bar areas only, as well as for table seated events

Included in our room

Tables

Chairs

Table numbers

Tables & Chairs in position according to clients floor plan

White linen (for seated events only)



Extras or client to supply

Entertainment Audio visual equipment

Chair covers & coloured sashes

Themed table linen

Additional theming & decor seating plan sign

Place cards Bonbonnières / Favours

Celebratory cake

The event staff of SP6 will be pleased to assist you with the creation of a unique theme, complemented with lighting, floral arrangements, theming decor & entertainment.

We are happy to recommend suppliers or arrange a quote on your behalf.

Not permitted

NO sprinkles on tables

NO confetti

NO streamers

NO pyrotechnics

Available items at an additional cost

Linen Hire

Linen Cloths \$12.00 each

Linen Napkins \$1.00 each

Bridal Table Skirting \$150.00 each

Table Decorations Hire

Candelabra POA

Bridal Bouquet Price dependent on arrangement

Chair Covers \$5.00 each

Menu

Using only the finest ingredients, delivered with a contemporary flair, we offer a selection of menus.

Alternatively, we can tailor a menu to suit your needs.

We are happy to cater for your guests with special dietary requirements. SP6 take a high level of care but no responsibility in terms of severe dietary requirements. Please advise of your guest's particular requirements at the time of menu confirmation. Additional charges will apply if new menus are created for these clients as certain ingredients can vary in pricing so the kitchen will charge according the



menu, this must be approved by the client before proceeding with the confirmed kitchen orders.

A two course Children's Package is available for children 12 years & under at \$30 per child. Package includes a main meal, dessert, soft drinks & juices.

Crew meals can be organised for entertainers & production crew. Priced at \$45.00 per person, this includes chef's selection of a main meal and soft drinks & juices.

Please note that when purchasing platters it does not include wait staff to serve the catering around the venue. Wait Staff can be hired at an extra fee. There are various catering options available, for example:

Buffet Style

Cocktail Style – Roaming (charges apply)

Placed on the high bars or second bar station

Cakeage Fee

Cocktail events: Cake sliced into finger slices, served on individual small plates with cream and berry coulis is \$3.00 per person

Sit - down events: Served as a dessert with cream and berry coulis is \$3.00 per person

Beverages

A beverage package is required for the full duration of your event.

Spirits & a selection of signature cocktails & wine cocktails are available on a consumption basis or cash bar.

An extended wine list is available on request.

Car Park

Located in one of the most exclusive areas of Melbourne and surrounded by breathtaking panoramic views of Port Philip Bay, Waterfront Port Melbourne is the perfect choice for your special occasion.

Station Pier is located in Port Melbourne, approximately 3 kilometres south-west of Melbourne's city centre (Melways reference: Map 2J A7)

Trams on Route 109 run from Southern Cross train station to Station Pier 24/7

Taxis are available and we can arrange a taxi service for you when the function ends

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There are a number of short-term car parks available in the Waterfront Place precinct immediately adjoining Station Pier. Charges apply.

If you are driving, don't forget there is free all day parking on Beach Street. There is also ticketed parking on the pier for \$5.40/hour, the machines take your loose change or credit cards. Unlimited parking will cost \$12.00 for all night so secure the \$12.00 tickets instead of paying per hour.

TERMS & CONDITIONS

BOOKING & PAYMENT STRUCTURE

We are please to place a tentative booking on your preferred date for a period of 7 working days. Should someone else want to book the same date we will contact you to offer the first right of refusal but reserve the right to accept a confirmed booking over a tentative booking without any liability or consequence.

To confirm your booking you must complete and sign the Booking Form and Agreement Contract with a paid deposit to secure your date, unless negotiated terms have been agreed to and these payment terms must be in writing between event manager and 'hirer'.

All events are booked for a 5 hour duration. Should you wish to extend your event, a fee of \$500 for every hour will apply. We require the final settlement to be paid in full 7-14 days prior to the commencement of the party. Should the settlement not be finalized, the event managing body reserves the right to cancel the event. Payments can be made by either cash, direct debit or credit card (Visa or MasterCard, 2% surcharge applies, Amex, a 3% surcharge applies). Any subsequent changes or additions (e.g. additional hour, beverage tabs, hiring costs, etc) are to be settled at the conclusion of the function.

CANCELLATIONS

If an Event is cancelled for any reason, the following terms are applicable, unless otherwise Agreed in writing.

More than 3 months notice: the cancellation fee will equal to the amount of the

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deposit made in your booking.

1-12 weeks notice of cancellation:

the client will be charged the seasonal minimum spends plus all administrative costs, whereby a loading of 25% is added to the minimum spend. If SP6 is able to find a replacement booking it will negotiate in good faith over any reduction in the agreed cancellation fees.

If the event is cancelled within the same week of the event there will be no refunds to the hirer.

If the event is cancelled 1-3 days before the event there will be no refunds given to the hirer.

OUTSIDE CATERING

In the case of events requiring outside catering, separate terms and conditions will govern the operation in addition to these Terms and Conditions. Please contact SP6 before the event to avoid any misunderstandings. We request the client formally write to the venue any requests for outside catering.

CREDIT CARDS

Acceptable credit card details are required upon making a booking. All payments made by credit card will incur a surcharge.

The Booking Form & Credit Card Authority Form must be signed by the Card Holder. Any payment or claim that is outstanding after 7 days (whether relating to the Event, any cancellation or postponement or otherwise) will be charged to this credit card with the credit card surcharge.

By signing the Booking Form and the Credit Card authority the Card Holder and you agree to this arrangement and authorize SP6 to use the credit card for this purpose.

The Booking Form signatory, you and any Credit Card signatory are jointly and severally liable for payment of all fees, charges, losses or damage of SP6 (whether relating to the Event, any cancellation or postponement or otherwise) together with interest at 15% on any late payments.

A 2% surcharge applies to Visa and MasterCard transactions and a 3% surcharge applies to Amex transactions.

NON-PAYMENT

If any deposit payments or payment of balance is not paid on time or any payment is not cleared, SP6 reserves the right to cancel the booking without SP6 having any

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liability or consequence and without derogating from any rights of SP6.

Personal cheques for the balance of total Event cost will only be accepted if received 15 days prior to the Event.

POSTPONEMENT

If an Event is postponed, the following terms are applicable, unless otherwise agreed in writing with SP6.

More than 3 months notice: the postponement fee will be equivalent to the Initial Deposit.

1 to 3 months notice: the postponement fee will be equivalent deposit and any additional administrative costs involved.

Less than 1 months notice: the postponement fee will be will be equivalent to the seasonal minimum spend plus any additional costs expenses or losses incurred by SP6 to which a loading of 25% will apply for administrative overheads as agreed. If SP6 is able to find a replacement booking it will negotiate in good faith over any reduction in the agreed postponement fees.

If the event is postponed within the 2 weeks prior to the scheduled date no refunds will be given back to the clients, the client will be invoiced the full amount for catering and beverages and these charges must be honored.

If the booking subsequently proceeds at an agreed new time, SP6 it will negotiate in good faith over any reduction in the agreed postponement fees You and the Card Holder agree that the applicable cancellation fees/postponement fees are reasonable and agree to these as liquidated and agreed damages to compensate SP6 for administrative time involved and lost opportunity.

SP6 reserves the right to cancel or postpone any confirmed booking if:

- any payments are not made as and when requested;
- the Event alters in any substantial way from what was booked and confirmed;
- undue personal difficulties arise with you, the Card Holder or anyone else, over the Event;
- you or the Card Holder do not observe any time requirements set out in these Terms and Conditions or in any communication with SP6
- any arrangement or proposal for the Event is unacceptable to SP6; or -if there is any double booking.

If SP6 cancels or postpones any confirmed booking, it will use all reasonable endeavors to make satisfactory alternative arrangements, including arranging an alternative suitable venue and/or nominating an alternative suitable date. If suitable



alternative arrangements cannot be agreed, SP6 will refund all monies paid but will not be liable in any way for any other claim, demand or compensation by or through any party.

MINIMUM NUMBERS

You and the Card Holder agree to pay for the number of guests nominated in the Booking Form, no matter how few attend.

We will try to act reasonably in agreeing to any variation of the above that you request in advance of the Event, but if final numbers fall below the minimum attendance requirement (Venue Capacity) or Minimum Charges (in the High Season), you will certainly have to pay at the minimum rate(s), unless we agree with you otherwise.

VENUE ACCESS/AVAILABILITY

Evening Events

SP6 (if requested) will make access available to the venue from 2 hours prior to the commencement of the 5 hour Event and 1 hour after.

Access to the venue may be available on request. We will try to meet your needs, if we can and if time and staffing permit, provided we have agreed with you any extra cost and it has been paid.

Any access to the venue that is required outside of the hours will incur a minimum \$95.00 per hour fee. Please check with us before the Event to avoid any misunderstandings.

It is the responsibility of you to advise SP6 of any additional access requirements in writing prior to the Event and SP6 reserves the right to refuse such access at its complete discretion, without SP6 having any liability or consequence.

Day Events

SP6 reserves the right to book day or evening functions on the day of your Event and at any time the following day and you and the Card Holder will indemnify SP6 if any day function is disrupted by your Event or anything arising from it and Spirit Station Pier or any of its staff, contractors or customers etc suffer any loss or claim as a result.

FORCE MAJEURE

SP6 be prevented or substantially impeded from implementing and/or providing any services contemplated or confirmed, due to circumstances beyond its control (such as power failures, Government intervention, (direct or indirect) Government or other development or redevelopment (direct or indirect) of the venue or any adjoining site,



fire, flooding, natural disasters, strikes, lock-out, war, terrorism, sabotage or acts of God) you will make no claim for loss or damage against SP6 or any related entity or person and will not permit any party to make any claim through you.

PROHIBITIONS

SP6 prohibits the following:

Throwing confetti, glitter, poppers, streamers or rice anywhere in or about the premises without prior consent of Spirit Station Pier and smoking anywhere on or about the Venue.

Excessive noise during any time: SP6 reserves the right to control the volume of music being played inside the venue. Noise-limiting devices will be in place at all times.

The bringing of food and beverage, all catering will be provided by SP6. If you require a special arrangement to be made in relation to food and beverage, you are required to obtain the consent, in writing from SP6 prior to the Event.

Discrimination of any sort and any belligerent or offensive behaviour on or about the Venue; Any waste materials left on or about the Venue

Bringing or allowing any illegal, obnoxious or offensive item on or about the Venue;

You are responsible to SP6 for any breach of these prohibitions and must indemnify SP6 for any consequences of any breach.

FINAL NUMBERS

Confirmed numbers of guests must be received in writing 10 working days prior to the event. Should the final numbers not be received by this time, then the numbers indicated on the booking form will be taken as confirmed numbers.

Please note, there will be no refund available should there be a reduction in final numbers 10 working days prior to the function.

MENU AND BEVERAGE SELECTION

Your selected menu and beverage choices must be confirmed in writing 10 working days prior to the event. We will do our best to accommodate any additions that you may want to include after this time.

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BAR

The venue currently holds a 24 hours license. Prior to the conclusion of your event last drinks will be called 15 minutes prior.

VENUE ACCESS FOR THEMED EVENTS

SP6 will make access available to the venue from 2 hours prior to the commencement of the 4 hour duration and 1 hour after.

THEMING & AUDIO VISUAL

Our event co-coordinator is able to work very closely with you to create & design the space according to your theme. Your themed will be sourced, costed and collaborated within your specified budget.

A \$110.00 fee applies for the hire of any SP6's Audio Visual equipment.

This fee includes:

Turning Head Lights

Television

Audio Equipment

Microphone

You must supply your own laptop & USB's for any visual presentations.

EXTERNAL EVENT COORDINATOR OR THE HIRER DECIDES TO STYLE THEIR OWN EVENT

If you choose to employ an external event co-coordinator, all contact details must be advised in writing. SP6 reserves the right to refuse any planned modifications to the venue. We do not accept responsibility for any materials arranged by an external co-coordinator. All props or other decorative fixtures must be packed down and collected at the conclusion of the event, unless SP6 has agreed to make other arrangements. If the venue has been entirely re-arranged, then a \$250 fee will apply for the re-setting purposes. If you are supplying pieces to the venue, every item must be clearly labelled and all belongings must be removed from the venue at the conclusion of the function. If items are left at the venue we will hold no responsibility to any goods. If you are supplying any machines such a confetti guns, bubble machines or machines of these types they require additional cleaning to the venue and the hirer will be charged according to the amount of additional hours required to



clean the venue as this is outside the standard clean.

ENTERTAINMENT

SP6 has a resident D.J who is employable for all types of events. We do permit other D.J's to work at the site unless the event manager has been notified formerly in writing. External D.J's must supply their own mixers. SP6 has a JCD'S 1000, audio equipment, turning heads, microphone and smoke machine (at hire fee stipulated) however D.J's may bring their own. The client remains responsible for any loss or damages caused by the external DJ. The cost of the damages will be charged to them on a separate invoice.

External DJ's and the hirer must sign SP6's DJ contract prior to the event, no DJ or musician can use the equipment without the contract being signed.

SECURITY

It is a mandatory requirement for security to be hired for all events. A minimum of 2 guards are required for 0-100 guests with 1 guard required for every 100 persons after that.

Guard per hour	\$40.00 + gst
0-100 Patrons	2 guards
100-200 Patrons	3 guards
200-300 Patrons	4 guards
300-400 Patrons	5 guards
400-500 Patrons	6 guards

For Example: for 100 guests for a 5 hour period
= 5hours x \$40 x 2 guards
= \$400.00 + gst

18th BIRTHDAY PARTIES

We require additional security at these particular events at all times. Patrons will be checked for I.D on arrival and those aged 18+ will be provided with either a stamp or wristband to purchase alcohol. Guests who do not show these features will not be served alcoholic beverages. It is the venue's right to serve alcohol in plastic cups

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when deemed appropriate during these events.

AGREEMENT CONTRACT

1. The payment & trading terms must be honored.
2. If the event is cancelled 4-6 weeks prior to the event, the hirer will be charged the minimum spend and any additional administrative costs.
3. Should any damages occur to the property of SP6 the hirers of the function will be liable for the costs of any necessary repairs and breakages. Your nominated credit card will be charged once the event is over for any damages or breakages that have occurred during your event. Your card will be processed through a M.O.T.O process, which allows the venue to process a card without a pin. All damages will be informed immediately to the hire either during the event or at the conclusion of the function.
4. SP6 takes no responsibility for patrons outside the venue.
5. SP6 does not accept responsibility for damage or loss of the property brought to or left in the premises prior to, during or after the event.
6. SP6 has the right to not serve a patron if it is believed he/she is under age or exceeds intoxication limits.
7. The hirer will be paying for the entire use of the security guards during the entire course of the event. The period of booking will also be paid upfront 7 days prior to the function.
8. All food and beverage must be purchased from the venue at all times. Unless negotiated accordingly in writing to the venue.
9. If your event exceeds past the 5 hour duration, you will be charged a room hire fee of \$500.00 per hour after the 5 standard hours.
10. 7 days after paying SP6 a deposit to lock in the event, have we not received the signed contract back, we will assume that you accept the terms and conditions set out in this document.

I _____ Agree to the terms and conditions stated above in the SP6 contract.

License Number: _____

Signature: _____

Date: _____



**THIS SECTION MUST BE
COMPLETED BY ALL HIRERS**

HIRER NAME: _____

CREDIT CARD AUTHORITY

CREDIT CARD TYPE: (please circle one)

**VISA (a 2% surcharge applies)
applies)**

MASTERCARD

**(a 2% surcharge
applies)**

AMEX (a 3% surcharge applies)

Card Number:	Expiry Date:
Cardholder Name:	CCV:

I, _____ hereby authorise SP6 to debit
my credit card

(Print Name)

with all charges due with the associated rental agreement in accordance with the
terms and conditions of the rental agreement using Mail Order Telephone Order
(MOTO) process.

Signature: _____

Date: _____

Signature of CARD HOLDER: _____ (If Card Held by
Another Person)

**PLEASE NOTE: individuals must attach a clear photocopy of the front &
reverse of the credit card above & drivers licence**

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