

Terms & Conditions.



Confirmation of bookings:

Due to demand, tentative bookings can only be held for up to 3 days. Once this period has lapsed, the venue reserves the right to release the tentative reservation. A compulsory credit card authority is required to confirm the booking and is held as security.

Prices & minimum spends:

All prices quoted are inclusive of GST. Whilst every effort is taken to maintain prices, these are subject to change. Minimum spend requirements apply for the Private Dining Room. If the minimum spend quoted for the space is not met, the additional charge will become a room hire fee and will be payable on completion of the function.

Final payment:

Final attendance numbers are required 5 working days prior to the event. You will be charged on the basis of this number unless guests exceed the confirmed amount, upon which you are required to cover those additional costs. Full payment is required before or on the day of the booking. This credit card will be charged in the event the total bill outstanding is not settled on the date of reservation. Please note we will only accept one payment for the entire group – no split bills. We accept MasterCard, Visa, AMEX, EFTPOS and cash. Cheques are not accepted.

Cancellations:

Any cancellation made within a period of 14 days from the date of the function will incur a fee of \$50pp.

Covid postponement or cancellations:

Government restrictions will potentially impact venue capacities and limit our capabilities. Please understand that we must abide by current restrictions and absolutely no exceptions will be made. The health and safety of our staff and our guests is our number one priority. Any government updates outside our control (i.e. closure of venue or changes to times/ capacities) that leads to postponements or cancellations will not incur the penalty fee.

Guest entry:

Guest entry to functions will only be permitted in accordance with agreed start and finish times. The venue reserves the right to refuse entry to any patron in accordance with normal responsible service of alcohol procedures. Minors are welcome to attend functions only when accompanied by a Legal Guardian, however they must vacate the premise by 10pm (infants are welcome to remain at the parents own risk).

Room allocation:

Management reserves the right to assign an alternate room where the original room becomes inappropriate or unavailable due to circumstances beyond the venue's control. Should attendee numbers decrease from numbers advised at the time of final confirmation, it is at the venue management's discretion to reallocate an event to a more appropriate space.

Function conduct:

It is required that the organiser will conduct the function in an orderly manner. All normal venue policies, procedures and legal responsibilities apply to any and all persons attending functions at

all times, including total compliance to all responsible service of alcohol guidelines and standards. When booking a function, it is the host's responsibility to give accurate details in relation to the type of function and its guests. If a guest falsifies information, or if a function is booked on forged pretences, the venue reserves the right to cancel the function without notice, and at the expense of the host.

Decoration:

You are permitted to bring flowers, balloons, banners, and lighting, to your function. Please note, no confetti or decorations that cannot be taken with you are permitted in the venue. You may, if organised with events manager, enter the venue an hour prior to your event to set up your decorations. You are required to collect any decorations and equipment immediately after the function or by the following day and no later.

Video and Music:

Depending on the space, you may be permitted to play your own music and visuals. However, we reserve the right to control volume and what we deem as appropriate content for other patrons of the venue.

Alcohol:

The Lincoln is not a BYO venue. Any alcohol brought onto the premises is not permitted and will be confiscated or the person will be asked to leave. We take responsible service of alcohol very seriously and any intoxicated guests will not be served and asked to safely vacate the premises as required by law.

Cake:

Cakes, or similar, brought onto the premises must be discussed with events manager prior to booking. Cakeage fees may apply.

Dietary Needs:

All dietary requirements must be disclosed and confirmed with our events manager no less than 7 days before booking. Any food related costs incurred for late changes will be charged accordingly.

Time Limits:

You and your guests are required to vacate the space within half an hour of your designated time slot. You will be charged additional fees upon failing to do so.

Damage:

Please be advised that organisers are financially responsible for any damage, theft, breakage or vandalism sustained to the function room or venue premises by guests, invitees or other persons attending the function. Should any extra cleaning be required to return the premise to a satisfactory standard, this will be charged to the client. The venue does not accept responsibility for damage or loss of merchandise left at the venue prior to or after the function. It is recommended that all client goods be removed from the venue immediately after the function.