



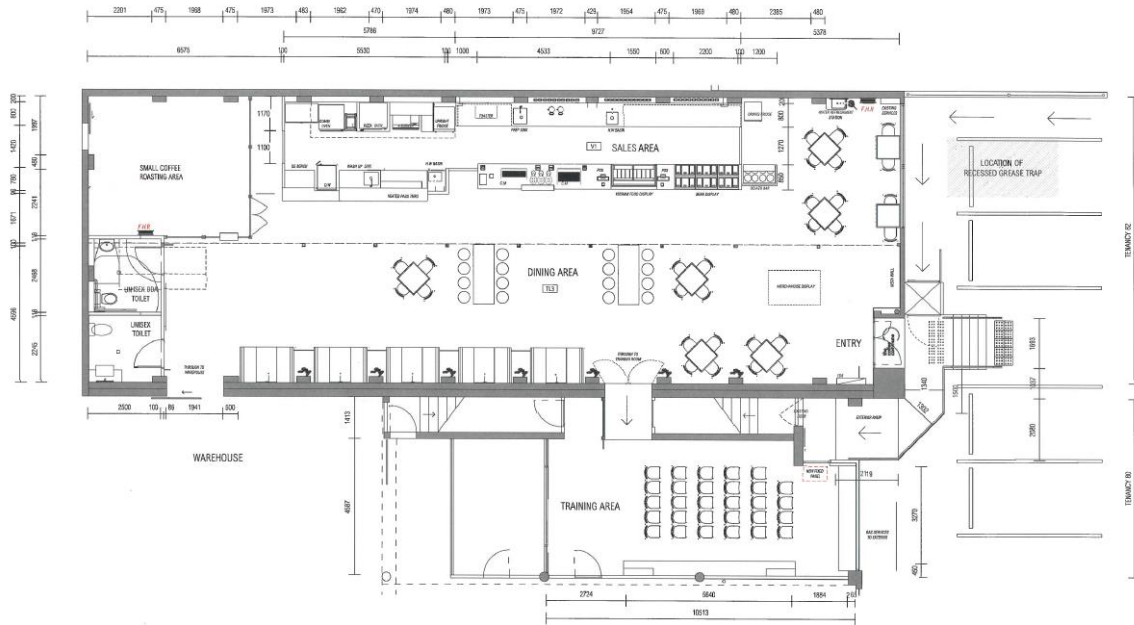
# the coffee commune

WHERE THE COFFEE COMMUNITY COLLABORATES



*Functions*

# The Retail Hub & POD Floorplan



## Location & Transport

### By Car

Paid parking (7am-7pm) is available along surrounding streets

- Edmondstone Rd
- Folkestone Rd
- Cintra Road
- Murray Street

Parking of up to 2hrs is available directly across The Coffee Commune along Abbotsford Rd

### By Train

Train to Bowen Hills Station  
Come out from the Abbotsford Rd Exit  
(Go down the stairs, through the laneway)  
Turn left and walk straight 300m  
The Coffee Commune will be on your left

if you have any issues please do not hesitate to contact The Coffee Commune team on  
(07) 3569 5500



# Terms & Conditions

## *Bookings and Catering for Events and Functions at The Coffee Commune*

*[Please read, sign and return the terms & conditions and function confirmation pages to [events@coffeecommune.com.au](mailto:events@coffeecommune.com.au) ]*

These terms and conditions outline your responsibilities when booking a conference, training, or meeting room with The Coffee Commune Pty. Ltd., ABN 59 638 751 041 ("The Coffee Commune") which includes its agents, representatives, officers, directors, shareholders, successors, affiliates, subsidiaries and employees.

For the purposes of these terms, you are defined as the "hirer" and often referred to as "you".

If something is not covered within the terms and conditions, please contact us at [events@coffeecommune.com.au](mailto:events@coffeecommune.com.au).

**1 Pricing and terms and conditions** are only valid for 7 days from date of issue.

### **2 Booking of event/function space process;**

1. All inquiries for event/function bookings are to be made directly to [events@coffeecommune.com.au](mailto:events@coffeecommune.com.au)
2. The Coffee Commune team will review your request and be in contact with you at the earliest possible time.
3. If the date for your request is available, the team will respond with an attached Event Brief Template for the hirer to fill out and return to [events@coffeecommune.com.au](mailto:events@coffeecommune.com.au)
4. Upon receiving the Event Brief Template, The Coffee Commune team will review. The team will then respond to the hirer with an attached copy of the formal "Functions Booklet" (this document). This document contains the terms and conditions of hiring out the event/function spaces as requested.
5. By signing this document, the hirer is legally bound by the terms and conditions set out in this document and The Coffee Commune reserves the right to enforce them.
6. The booking is confirmed once the signed copy is received by The Coffee Commune whether that is in writing or signed online with appropriate date and time of the booking, which will be reserved for the hirer as requested.

**3 Length of Bookings;** Half-day bookings are up to 4 hours in the following time allocations (8-12pm or 1pm-5pm). Full day bookings are up to 8 hours. Rooms are available Monday to Friday, 8am-5pm. We are closed on weekends and public holidays. Events held outside these times may be possible by special arrangement, but extra fees will apply.

**4 Purpose of hire;** The hirer must use the premises only for the purposes stated in the booking form.

**5 Confirmation of booking;** The booking is only considered as confirmed once The Coffee Commune has received the signed terms & conditions by the hirer.

### **6 Bookings;**

- 6.1 The Coffee Commune staff may inspect the room facilities at any time during the period of hire. Facilities are allocated according to the needs of all hirers. All rooms are tentatively allocated and may be changed at The Coffee Commune's discretion to other suitable room facilities. Any change will be at The Coffee Commune's absolute discretion. Hirers will be advised in writing of any amendments.
- 6.2 The hirer must not assign or transfer their booking to another person or organisation.
- 6.3 Any breach of these terms and conditions may result in the expulsion of the hirer or any participant, or immediate termination of the booking.
- 6.4 The Coffee Commune reserves the right at its discretion to refuse or terminate any booking or booking request at any time and return all money paid by the hirer.

### **7 Deposit and other payments;**

- 7.1 deposit required to secure the booking is 50% of your minimum spend or \$1,000[whichever is greater] to be paid within 5 business days of receiving invoice
- 7.2 full payment is required 5 days prior to your function date for your function to proceed. \*We recommend you set your RSVP at least 2 weeks prior to your final number due date\*
- 7.3 The Coffee Commune has the right to cancel the event should full payment not be received in time, making the venue available for other customers.
- 7.4 Instalment payments can be made between deposit and final balance. It is the hirer's responsibility to advise the coordinator when a payment has been made so it is internally allocated correctly by The Coffee Commune.

**8 Payment methods;** can be made by the client via direct deposit or credit card. Payments made via EFPOS, bankcard, Visa and Mastercard attracts a 1.75% surcharge. By signing these Terms & Conditions you authorise The Coffee Commune to deduct from your authorised credit card retained on file, any cancellation fees set out in clause 7 below, any additional goods and services, or any incidentals that are required on the day/evening of the function, after the event or on cancellation of the event.

**9 Cancellation;** Notice of cancellation for a confirmed booking must be given and received by The Coffee Commune via email to [events@coffeecommune.com.au](mailto:events@coffeecommune.com.au). The following cancellation fees are payable by you or returned to you, whichever the according circumstance, if you cancel the event.

If cancellation is done (given in writing and received by The Coffee Commune)

- 9.1 Between 6 months– 1 year from your event – a full refund will be made to the hirer to the bank details provided to us at the time of booking.
- 9.2 Between 1 to 3 months from your event - 30% of the full deposit amount is retained unless space is rebooked.
- 9.3 Between 1 week and 1 months from your event, 50% of the full deposit amount is retained unless space is rebooked.
- 9.4 Within 1 week from your event, 100% of your deposit will be retained (includes all or part of any nominated catering costs agreed at the time of making your booking).

**10 Postponing an event;** Subject to the cancellation clauses and management’s approval, the venue will review postponement and re-allocation of monies if the event is rescheduled with a new confirmed date.

#### **11 Pricing & menus;**

- 11.1 All prices are based on cost as of 2021 and are subject to change in following years without notice unless the booking is confirmed.
- 11.2 Prices are locked in and will not change for your event once confirmation paperwork is confirmed pursuant to clause 3.
- 11.3 Prices for catering are valid until the end of 2021. Certain foods are subject to seasonal variation. The hirer will be contacted if any variations are to be made.
- 11.4 Every endeavour is made to maintain prices as printed, but these may be subject to increase due to availability of product.
- 11.5 Pricing may increase due to additional government taxes, surcharges or fuel excises applied to goods and services, in the unfortunate event that this occurs these fees will be on charged to the client.
- 11.6 In the event any prices change, The Coffee Commune will contact the hirer via email.

**12 Final function details;** Menus, beverage arrangements, entertainment, audio visual requirements, room set-ups, start and finish times must be confirmed by close of business on the Monday, the week prior to the event. If the event is booked less than a week prior to the event, it is to be confirmed by the date the final payment is due (5 days prior) [see clause 5.2].

**13 Final numbers;** Final numbers are required by close of business Monday, week prior to your event date. Once your final numbers have been confirmed, approval to increase these numbers will be required and need to be advised no later than 48hrs prior to your function commencement. Please note alternate food may need to be catered for additional numbers and this may increase your quote. Your final number is the minimum number of people you will be charged for, even if less than the minimum number attend.

**14 On Consumption beverage tab;** charges will be included in your expected spend for your event and will require prepayment.

- 14.1 Any unused amount that goes over the minimum spend of the tab within the contracted function timings will be refunded in the following working week based on client providing bank account details.
- 14.2 Should the tab exceed the prepaid amount, any additional drinks consumed beyond the above expected spend will be charged to a designated credit card at the conclusion of your event.
- 14.3 Any unused tab that does not meet the minimum spend will be forfeited and is non-refundable.

**15 Responsible service of Alcohol;** As a house policy it is required that at least 40% of the minimum spend is allocated to food catering. No guest under the age of 18 will be served alcohol. Any guests who look under 25yrs of age may be asked for ID and are to ensure that they have sufficient ID on them otherwise they will not be served alcohol. The Coffee Commune reserves the right to reject the servicing of alcohol, exclude or eject any guest from the function or from the premises without refund to the client if the client is intoxicated, unruly, aggressive or destructive. The Coffee Commune’s does not tolerate violence or anti-social behaviour from patrons whilst on the premises.

**16 Minors;** All minors (any client under the age of 18) entering any part of The Coffee Commune facility must be accompanied by an adult.

**17 Loss or damages;** The client shall be responsible for any loss or damage to the premises, its fittings and/or equipment or injury to any staff member caused by any guest of or contractor engaged by the client, or his servants or agents prior to, during or after the function. The client shall also be responsible for loss of or damage to their property and personal belongings and or the property and belongings of any guest or contractor engaged by the client or his servant or agent, left on the premises prior to, during or after the function; and shall indemnify The Coffee Commune in respect of any such loss or damage.

**18 Room hire house-keeping;** You must not:

- affix any item to any part of the conference room—other than to pin boards, which are provided in some rooms
- move any furniture without the approval of the conference room coordinator
- move any dividing walls
- use Blu-Tack, sticky tape, Velcro, or sticky dots - ‘Post-It’ flip chart paper is suitable
- whiteboards are to be left clean

**19 Cleaning & surcharges;** If excessive cleaning is required above the usual allocated time, this will be charged at the relevant staff hourly rate to your card provided. Additional requirements over and above our standard allocation for pre-deliveries, staffing and room access times may also incur a charge. Please discuss ALL requirements with your coordinator prior to confirming your event to avoid any confusion. The use of scatters [petals, confetti, etc] will incur a cleaning fee.

**20 Entertainment;** Competent operation of audio-visual and other equipment used in the room facilities is the responsibility of the hirer. The hirer must immediately inform The Coffee Commune staff of any equipment fault during the period of hire. Smoke machines and Hazers are prohibited in the venue. If smoke alarms are activated by a third party, this person/s will be responsible for the associated fine.

**21 Electrical equipment;** any electrical equipment you, or the facilitator (external) brings in compliance with clause 20 including laptops, power cords, power boards, etc must be tested and have a current safety tag attached.

**22 Lost property;** The Coffee Commune holds no responsibility for damaged or lost equipment owned by the hirer, third party supplier or vendor.

#### **23 Occupational Health and Safety;**

**23.1** The hirer and attendees must notify a Coffee Commune staff on arrival.

**23.2** The hirer and/or attendees must not leave the room facilities area and enter other areas of The Coffee Commune during the course of their event/function

**23.3** Hirers must ensure that they are aware of and comply with relevant Coffee Commune policies and requirements, including emergency evacuation procedures during the event/function. All hirers will be briefed by a Coffee Commune staff of fire evacuation procedures and processes. This must be attended by the hirer or the hirer's representative.

**23.4** The hirer must ensure that all electrical equipment brought onto The Coffee Commune site has been tested and tagged by a licensed electrician.

**23.5** The hirer must not bring on to the site equipment, materials and substances that may adversely affect the health and safety of the hirer, the attendees or other persons within The Coffee Commune.

**23.6** Actions of the hirer or their attendees must not unduly inconvenience other users or cause damage to The Coffee Commune, its equipment, walls or fittings. Any hirer or their attendees not complying with this condition may be requested to immediately vacate the premises and must indemnify the repair costs.

**23.7** The hirer understands that the Coffee Commune has various Espresso Coffee Machines located throughout the premises. These espresso machines are a fixed piece of equipment connected to water and electricity and general hazards may be encountered in beverage preparation, or due to misuse by the hirer and any of its attendees. These include however are not limited to:

- burns from steam, hot liquids and hot components
- fire from electrical faults
- spills from hot liquids
- explosion from the combustion of steam

The risk and indemnity regarding these results of this nature will be dealt via cl 23.

**23.8** The hirer and their attendees must follow work health and safety directions by Coffee Commune staff at all times.

**23.9** In particular, the hirer and their attendees must follow the directions of the fire safety warden in the event of a fire.

#### **24 Risk and indemnity**

**24.1** The hirer booking the event/functions room shall be liable for loss or damages, including personal injury (whether or not resulting in death) suffered by The Coffee Commune, its officers, servants or agents, arising from the wilful or negligent acts or omissions of the individual/company, its servants, agents, invitees or licensees.

**24.2** The hirer releases and indemnifies The Coffee Commune and its officers, servants and agents from and against all actions which may be brought against any of them by any person arising from:

·The wilful or negligent acts or omissions of the hirer or any person for whose conduct the hirer is liable

·any wilful or negligent acts or omissions of the visitors, invitees, attendees, suppliers, vendors, or licensees of the hirer

·death, injury, loss or damage suffered by the hirer or any of its servants, agents, invitees, or licensees except where the death, injury, loss or damage is caused by the negligence or other wrongful act or omission of The Coffee Commune, its officers, servants or agents.

**25 Room capacities;** The hirer must not exceed the capacity limitations as nominated on the booking confirmation. Due to building and fire emergency regulations and workplace health and safety standards, maximum seating capacities cannot be exceeded.

**26 Under or Over-time events;** if you arrive early or your event runs over time and affects the following booking, you may be charged an hourly rate for the use of the room(s).

#### **27 Deliveries & pickups;**

**27.1** The Coffee Commune will take particular care with any goods delivered to the premises prior to your event. However, delivery of goods / pick up of goods post event or function cannot be more than two days out (before or after respectively) from your function.

**27.2** Deliveries & pickups must be between office hours unless previously arranged. Please note that any items left onsite and not collected within 1 week from your function date, shall be discarded unless advised.

**28 Bump In;** We do have access to a loading bay for clients to bump in equipment for their function at 82 Abbotsford Road, Bowen Hills. Please note it is along a main road, therefore it is only to be used to drop off items only. It is required that you move your vehicle to a car park as soon as all items have been unloaded and then return to set up for your function. The Coffee Commune offers free of charge bump in time 2 hours prior to your event start time. If you do require more time, please contact management to be advised the additional costs that are involved.

**29 Bump Out;** Any leftover items from a function that requires pick up the following day must be packed neatly in one part of the room and labelled ready for pick up. The Coffee Commune takes no responsibility for items being left in the function room after the function has concluded. Please advise your suppliers that bump out is to commence the following day.

**30 Function Managers;** As part of our friendly and professional service, all functions will be dedicated a co-ordinator on call to assist you with any request you may have during your event. This information will be provided to you upon confirmation of booking.

**31 Security guards;** Should The Coffee Commune deem it necessary for a specific event, security guards may be required at an additional cost to the client. All security guards are to be booked through the services provided by The Coffee Commune. This applies to situations in which security guards are organised prior to your event and also in the instance where The Coffee Commune deems it necessary to call security for assistance during your event for any disturbances or unruly behaviour. Please note: All events/functions must hire through The Coffee Commune at clients expense 1 security for every 100 guests attending or as is deemed necessary by The Coffee Commune.

**32 Unruly Behaviour;** The Coffee Commune does not tolerate violence or anti-social behaviour from patrons whilst on-premise. Any guests of the venue displaying this offensive conduct will be requested to leave the premise, excluded or ejected from the premises, and if required The Coffee Commune will seek Police assistance. The Coffee Commune will not refund any monies paid by these patrons, or the function they are attending if they are requested to leave because of this behaviour.

**33 Function timing;** It is the client's responsibility to ensure that they attend the function on the specified time. The Coffee Commune will not be held responsible should all guests not be punctual in arriving or being seated, or should speakers, attendees or the client delay the commencement of any event,

or if any other interference beyond the control of the venue does not permit us to commence service at the contracted time. If the function begins after the specified starting time, it will still be subject to the finishing time specified in the event booking agreement specifications unless venue management agrees otherwise.

**34 Amendments;** No amendment to these terms and conditions shall be binding upon The Coffee Commune unless in writing and signed by management on its behalf.

**35 Smoking policy;** The Coffee Commune supports a non-smoking policy. Strict adherence to this policy is observed with no smoking permitted in any building or anywhere within the grounds of The Coffee Commune. The Coffee Commune reserves the right to exclude or eject any guest from the function or from the premises without refund to the client if the client is found to be breaching this policy.

**36 Covid 19 restrictions;** It is your responsibility to ensure that your event upholds the current requirements and conditions specified by The Queensland Government at the time of the event, in relation to restrictions on social distancing and hygiene standards. The Coffee Commune is not liable for any breaches of these restrictions and any fines will be the responsibility of the hirer.

### **23 Force Majeure:**

**23.1** The Coffee Commune reserves the right to move any function from one function room to another, due to circumstances either beyond The Coffee Commune's control or due to necessary maintenance, repair or upgrades

**23.2** If a circumstance arises that your event must be cancelled by The Coffee Commune due to but not limited to a force of nature, terrorism or industrial strike, power or lighting outages (circumstances beyond our control), The Coffee Commune will refund 100% of the payments you have made less any reasonable costs The Coffee Commune has actually incurred and cannot avoid in preparation for your event. The Coffee Commune will not be liable for any other expense you have incurred in preparation for the event.

**24 Catering and BYO Food;** the hirer must ensure that all food and alcohol is consumed in the designated area/s only; no outside food or beverage is permitted unless there is prior written approval by management. The Coffee Commune must be notified of such arrangements requested by the hirer before booking confirmation. Additional charges for BYO food/beverages will apply.

**25 Media;** The Coffee Commune reserves the right to use any image or photograph taken of the room(s) from an event, taken by The Coffee Commune or the allocated photographer for the event, for the purpose of any legitimate advertising or marketing or media.

**26 Dispute Resolution;** any dispute relating to the operation or interpretation of these terms and conditions will be submitted to and determined finally and conclusively by the Managing Director of The Coffee Commune.