

The background image shows a modern interior space with a prominent wooden wall. On the wall, the word 'aerial' is written in a large, dark, sans-serif font. Below it, the text 'AERIAL FUNCTION PACKAGE' is written in a smaller, white, sans-serif font. At the bottom of the image, the word 'aerial' is written in a white, sans-serif font, with 'UTS FUNCTION CENTRE' written in a smaller, white, sans-serif font below it. The foreground features several yellow, curved, modular seating units. The ceiling has several large, white, oval-shaped pendant lights. The overall lighting is warm and modern.

aerial

AERIAL FUNCTION PACKAGE

TERMS AND CONDITIONS

aerial
UTS FUNCTION CENTRE

It is important to us that your event is successful as we take great pride in our professionalism. To ensure the organisation of your event runs as smoothly as the day itself, we would appreciate your attention to the following policies. Please read them carefully and sign and return a copy to the Aerial UTS Function Centre.

AGREEMENT

This agreement is made between ActivateUTS trading as Aerial UTS Function Centre and the 'client'. In the event that this agreement is signed in the name of a company, partnership, agency, firm, club or similar society, the person signing represents to the Aerial UTS Function Centre that they have full authority to sign such a contract. If the person is not authorised, they will personally be liable for the performance of this contract.

PAYMENTS

All accounts will be settled post-event by credit card, guaranteed cheque or direct deposit. Interest at the rate of 2% per month accrues on any outstanding sum and continues on a daily rate until payment is made in full.

Cheques: Are to be made payable to Aerial UTS Function Centre or ActivateUTS.

Credit Card: Most major credit cards are accepted; however payments made by AMEX will incur a 3% transaction fee

Direct Deposit to Bank Account:

Bank Name: National Australia Bank

Account Name: ActivateUTS

Aerial BSB: 082 001

Account Number: 774 080 403

A copy of the receipt and the function details should be e-mailed to: aerialfunctions@uts.edu.au or faxed to 02 9514 1404, marked to the attention of your Aerial UTS Function Coordinator, quoting your event or invoice number.

DEPOSITS

After signing these terms and conditions, all external clients with events totalling more than \$1,000 are required to pay a deposit of 25% of the total estimated event charged. All events less than \$1000 require full pre-payment. This deposit/full pre-payment is non-refundable, non-transferrable with payment required to confirm the event booking.

AUDIO VISUAL, IT & ANCILLIARY SERVICES

All AV, IT & ancillary services for your event must be provided and agreed upon by Aerial UTS Function Centre. External AV suppliers and AV equipment are at the discretion of Aerial UTS Function Centre.

FUNCTION DETAILS

Final details / selections for all in-house functions must be supplied at least fourteen calendar days prior to the event and confirmed by us in writing. Should this deadline not be met the Aerial UTS Function Centre cannot guarantee that all the clients' requests be fulfilled.

GUARANTEED NUMBERS

Guaranteed numbers of guests for the catering event or in-house function is required by 12 noon, five (5) working days prior to the function date. After this date, numbers may only be increased in consultation with your Aerial UTS Functions Co-ordinator.

Should there be a reduction in numbers greater than 10% of the expected numbers indicated at the time of signing the contract, cancellation fees will be charged in accordance with the cancellation policy scheme. If we are notified of the reduction in numbers less than five working days prior to the in-house function or catering delivery, the allowable reduction of 10% without penalty is not applicable.

Should additional services and /or catering be added on the day of the event, charges will apply.

BAR GUARANTEE

For off-site catering deliveries where beverages on consumption is requested the following charges will be incurred:

Staff charges as outlined by your Aerial UTS Functions Coordinator

The total cost of beverages consumed will be invoiced to the client post event.

For events of more than 50 guests, a minimum spend of \$600 applies.

WEEKEND & PUBLIC HOLIDAY SURCHARGE

The below surcharges are applicable on the total of all in-house functions or catering deliveries.

Saturday A 10% surcharge on the total of the in-house function or catering delivery applies

Sunday A 15% surcharge on the total of the in-house function or catering delivery applies

Public Holidays A 40% surcharge on the total of the in-house function or catering delivery applies

PRICES

All prices listed are inclusive of GST (Goods & Services Tax) at the current rate. We will issue a Tax invoice showing the total of GST paid. We endeavour to maintain prices as quoted, however prices in the brochure are subject to change without notice.

CONDUCT OF GUESTS

Should the Aerial UTS Function Centre believe that any guest(s) may affect the smooth running of the Aerial UTS Function Centre's operations; the management reserves the right to remove the offending person(s) from the University premises and / or in extreme cases to terminate the function.

SUPPLY OF FOOD & BEVERAGE

We have a strict policy that all food and beverage be supplied by the Aerial UTS Function Centre. Food or beverages, not supplied by the Aerial UTS Function Centre are not to be brought onto or consumed on our licensed premises.

RESPONSIBLE SERVICE OF ALCOHOL (RSA)

The liquor licensing act aims to ensure that those who consume alcohol only do so in a responsible manner.

Aerial UTS Function Centre is committed to the principals of responsible service of alcohol (RSA). All employees must adhere to the following responsible service of alcohol practices:

No liquor will be served to minors (under 18 years of age)

Intoxicated persons will be refused service by Aerial UTS Function Centre management.

No liquor is to be served at off-site catering function without a reasonable amount of accompanying food to be determined by your Aerial UTS Functions Coordinator and/or Aerial UTS Functions Venue Manager.

Any off-site catering functions which require liquor service for more than 100 persons must be booked and confirmed seven calendar days prior to the function date. This is due to the Aerial UTS Function Centre off license notification requirements with Sydney City Central Police and Sydney City Council. Any person (s) not complying with our liquor licence or applicable regulations will not be permitted to remain in attendance at a function serviced by Aerial UTS Function Centre.

SECURITY

Any function held at Aerial UTS Function Centre that has over 50 attendees and exceeds an hour of alcohol service will require security guard(s) to be present. This is at the discretion of Aerial Management. Aerial UTS Function Centre contracts Dalton Security as our preferred security contractor and it is the client's responsibility to pay any security charges incurred by Aerial UTS Function Centre to ensure compliance with responsible service of alcohol laws & regulations.

CLEANING

General and normal cleaning is included in the cost of the room hire. You may incur additional charges in the instances where an event has created cleaning requirements that are considered to be over and above normal cleaning.

ADVERTISING

Prior permission is required to use the Aerial UTS Function Centre name and/or logo in print, and/or audio visual or online display. Aerial UTS Function Centre's management must approve in writing, all proposed artwork prior to publication.

DAMAGES

Clients are financially liable for any/and all damage/s sustained by the venue property whether through their own actions or through the action of their appointed agent or invited guests.

ENTERTAINMENT

The Aerial UTS Function Centre retains the right to control the level of music / noise created if deemed necessary. All externally arranged entertainment needs to be approved in writing by the Aerial UTS Function Centre prior to commencement.

SPECIAL EFFECTS

No special effects, including smoke machines, special balloon effects and/or pyrotechnics, can be operated without prior written consent from the Aerial UTS Function Centre. You will be liable for all claims, actions, suits, proceedings, demands, costs (including solicitor and client costs), expenses and losses sustained or incurred by the Aerial UTS Function Centre including any damage sustained to the property of the University of Technology Sydney (UTS) due to, arising out of, or in connection with the use of special effects.

POLICY ON SMOKING

UTS is a non-smoking environment, however there are allocated outdoor areas within Aerial UTS Function Centre accessible to smokers.

DISPLAY / SIGNAGE & DECORATIONS

Nothing is to be nailed, screwed or adhered in any way to any wall, door or any other part of the Aerial UTS Function Centre or its venues, unless granted prior permission. The use of confetti and glitter is not permitted. All decorations are to be removed at the completion of the function.

INSURANCE / DAMAGES / LIABILITY

Aerial UTS Function Centre requires that clients arrange their own insurance for events. The client will be responsible for the loss or destruction, or damage to, any UTS property or any part of the property or for any claim or loss, damage or injury however caused by the client or its employees, contractors, agents or guests. Should any damages occur, the patron will be charged for repairs accordingly. Aerial UTS Function Centre takes all possible care but cannot accept any responsibility for damage to or loss of, articles left on the premises by clients, their appointed agents, or invited guests.

FORCE MAJEURE

The Aerial UTS Function Centre will not be liable for any non- performance of its obligations under the contract in the event such non-performance is caused or contributed by riot, fire, war, terrorist acts, acts of God, labour disputes, government regulations, flood and other force majeure events.

OCCUPANCIES

Due to fire/ lift safety regulations, all maximum occupancy numbers must be adhered to at all times. Aerial UTS Function Centre is permitted to hold a maximum of 450 persons in the venue at any one time.

REALLOCATION OF SPACE

The venue reserves the right to reallocate a function should the numbers decrease below the minimum as confirmed in the booking agreement.

BOOKING OF OTHER FUNCTIONS & OR EVENTS

The Aerial UTS Function Centre reserves the right to book other functions in the same function room up to one hour prior to the scheduled function commencement time and one hour after the scheduled finish time. Simultaneous functions may be conducted in our venues in the same time period, please discuss any issues this may have for your function with your Aerial UTS Functions Co-ordinator.

EXTENDED HOURS

Should your event run overtime, all incurred costs with servicing the function beyond the expected finishing time will be passed on. Any extensions on finishing times for rooms within any of the Aerial UTS Function Centre's rooms before midnight will be charged at an additional room hire costs per hour as indicated on the package plus any additional staff and security charges. Any extension that passes midnight will incur an after midnight charge of \$250.00 per hour plus any staff and security charges calculated on an hourly basis. (Extensions are not always possible) For events catered to within the UTS campus and off site, should they exceed the timings stipulated in the confirmation sheet, there will be an additional charge to cover the staff cost incurred by the Aerial UTS Function Centre.

CAR PARKING

A limited number of car parking spaces are available within the UTS Building 10 on level 0. The entrance to this is off Thomas Street and this is operated by an external contractor. The cost for parking and open hours for this car park are available on request however Aerial UTS Function Centre is not responsible for the availability of parking for clients or their guests at any time. Other public transport links and alternative car parking information is available from your Aerial UTS Functions Coordinator.

CANCELLATIONS

All cancellations are required to be advised in writing. In the case of an in-house function being cancelled the following terms & conditions are applicable. (Expected revenue refers to the revenue of the function at the time of the cancellation, not that of the client, this includes room hire charges.)

If a booking is cancelled, or if numbers drop more than 10% as per the expected attendance indicated upon signing these terms & conditions, and/or you no longer require a room that was hired:

Over 60 calendar days prior to the in-house function. Any deposit paid will be forfeited. If no deposit has been paid yet, a charge of 25% of the expected revenue and room hire for the function or catering delivery will be applied.

Between 60 calendar days and 31 calendar days prior to the in-house function. The deposit is forfeited and an additional charge of 20 % of the total expected revenue and room hire (if applicable) will be applied.

Between 30 calendar days and 15 calendar days prior to the in-house function. The deposit is forfeited and an additional charge of 40 % of the total expected revenue and room hire (if applicable) will be applied.

Between 14 calendar days and 7 calendar days prior to the in-house function. The deposit is forfeited and an additional charge of 60 % of the total expected revenue and room hire (if applicable) will be applied.

Less than 7 calendar days prior to the in-house function. 100% - includes deposit of 25% - of the total expected revenue and room hire if (applicable) will be applied. In this case, the allowable 10% decrease in function attendee number is not applicable.

I acknowledge that by signing the below I am committing to (at a minimum) the financial details outlined in this quote and accepting all of the outlined terms & conditions of the Aerial UTS Function Centre.

Signed

Date / /

Print Name

.....

Contact Number.....

.....

Company name

Function name

Function date / /

