

THE RUBBER SOUL LOUNGE PRIVATE FUNCTION

Thank you for your interest in hosting your private function at the Rubber Soul Lounge.

This unique setting located in the heart of Fremantle, Western Australia offers a variety of settings for your special event catering for up to 75 guests;

Whatever the occasion, The Rubber Soul Lounge can provide a memorable location for your next Birthday party, Engagement party, Wedding, Reunion, Christmas Party, Work Functions, Seminars... speak to our management team about creating an event that's perfect for you.

The Rubber Soul Lounge operates with a Special Facilities Liquor License so entertainment must be provided in order to open the bar. Whether a band, DJ, VJ, Comedy or movie screening, it's up to you! If you need a hand, the Rubber Soul Lounge can assist in sourcing entertainment for your event.

Here are a few questions to get you started with your planning...

- What type of function do you want?
- How many people will be attending?
- What is your budget?
- Will you be providing food & drinks for your guests?
- What entertainment will be provided?
- How would you like the space to be set up?
- What times & how long would the function run for?

The Rubber Soul Lounge is a recently refurbished room which has the feel of a funky club with a hint of rock & roll. The room boasts multiple levels featuring lounge spaces & standing room; perfect for functions up to 75 people.

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The Rubber Soul Lounge

Capacity:

- Standing: 75 guests
- Mixed Standing / Seated: 75 Guests

Private Room Hire Fee: \$300.00

Room Hire Includes:

- Exclusive use of the Rubber Soul Lounge for **4 hours** between 5.00pm – Midnight
For example 7.00pm – 11.00pm or 8.00pm – 12.00am midnight
- Access to venue from 5pm for Set Up, Sound Check, decorating etc
- Use of in-house production – refer tech spec attached
- 1 x Sound Engineer

Extra Charges:

- Additional Hours for Function: \$100.00 plus GST per hour
- Additional Hours for Set Up: \$100.00 plus GST per hour
- Additional Production: quotes provided as required
- Additional tables, linen, catering equipment, glassware etc: quotes provided as required
- Cleaning Fees: If the venue is left in an excessively dirty state, a cleaning fee of \$50 per hour per cleaner will apply + waste removal.
- Public Holiday Surcharges will apply

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The Rubber Soul Lounge is able to cater for many individual beverage packages to suit your needs & budget

OPTION 1: BYO

This option allows the hirer to provide their own alcohol. The Hirer pre purchases all alcohol and provides it free of charge to their guests (usually the door price you decide will accommodate reimbursement).

OPTION 2 - VENUE PROVIDED:

This option allows your guests to purchase their own drinks individually from the Rubber Soul Lounge. Just give us an idea of which drinks you would like provided at least a week ahead of time.

Catering

The Rubber Soul Lounge operates alongside a mobile pizza business 'Sneaky Pizza', which provides home-made wood fired pizzas. If available at the time of the event, you're welcome to book their services. Simply let us know and we will provide you with the additional information.

The Rubber Soul Lounge also welcomes your choice of professional caterer, however please let them know that the Rubber Soul Lounge does not have any cooking or warming facilities on site. Caterers can take a site visit with our Management team prior to your function.

Due to food license requirements, if you wish to provide your own food, you may provide it to your guests within the ticket price, but cannot prepare and sell food at the event.

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Private Function Application

You've made it this far, great!! We would love to get a few more details from you so we can process your booking.

CONTACT DETAILS

Contact Name:		
Business Name:		ABN:
Postal Address:		
		Post Code:
Phone #:		Mobile #:
Email:		

FUNCTION DETAILS

Please use this space to tell us more about your event:

Proposed Date:	
Occasion:	
Estimate # Of Guests:	
Proposed Load In Time:	
Proposed Start Time:	
Proposed Finish Time:	
Proposed Entertainment:	
Beverage Package:	<input type="checkbox"/> OPTION 1: BYO <input type="checkbox"/> OPTION 2 - Venue Provided
Will You Provide Catering?	<input type="checkbox"/> YES – If you have answered YES please provide contact details for your caterer: <input type="checkbox"/> NO
Will We Provide Catering?	<input type="checkbox"/> YES – Please contact me

I have read and understood the Private Function Terms & Conditions as outlined in the Rubber Soul Lounge terms and conditions form and accept responsibility, abiding by these terms.

NAME:

SIGN:

DATE:

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Payment Disclaimer

Payments for confirmed Room Hire and beverage packages are to be received prior to function.

Providing credit card details is COMPULSORY for security reasons.

If for any reason payment of this function is not received by the venue, I agree for the full amount to be debited from my card. Any and all moneys outstanding will be charged.

I/We _____, authorise The Rubber Soul Lounge to debit a deposit amount of \$_____ and any outstanding amounts from the card details provided below.

Cardholder's Signature:

Please select preferred payment method for deposit

Please note: credit card details are still required if paying by alternate method

1. **CASH / CHEQUE.** *(Required a minimum of 14 days prior to function)*

Make cheques out to: Penny Lanes Music Workshop

2. **DIRECT DEPOSIT.** *(Required a minimum of 7 days prior to function)*

BANK: Westpac
ACCOUNT: Penny Lanes Music Workshop
BSB: 032151
ACC NO: 156797

3. **CREDIT CARD.** *(for security and/or payment purposes only)*

Please Note: The Rubber Soul Lounge only accepts Visa & Mastercard

ACCOUNT TYPE: Visa MasterCard

Account Name:

Card No: _____ Expiry Date: _____

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Private Function Terms & Conditions

Proposed Bookings

All tentative bookings will be held for a period of 7 days. Arrangements can be made through the clubs Management Team to extend this period, otherwise the booking will be canceled. We will make all attempts to contact you if another enquiry is received for the same date. In this situation, if you wish to hold onto the booking a deposit will be required within a 24 hour period.

Confirmation of Booking

50% payment of your room hire will act as your deposit. Confirmation cannot be assumed until this deposit is processed. We request that a 'Private Function Application' be signed and accompanied along with the deposit. A valid contact number and email must be made available to the club's Management Team to finalise the booking. Failure to provide accurate information can result in the function being cancelled without verbal contact being made at least 14 days prior to the function.

Cancellation

In the event of a cancellation, deposits are not refundable. If the function is canceled within 21 days of your event the full Room Hire will be charged as a cancellation fee.

Payments

Payment of your function will be required when you confirm all the final details, including all room hire and catering cost. If you have chosen to order your catering the full amount will need to be paid prior to the commencement of the event.

Responsibility and Damage

The Rubber Soul Lounge does not accept responsibility for damages to, or loss of, any client's property left on the premises prior to, during or after a function. Organisers are financially responsible for any damages to property belonging to the Rubber Soul Lounge, by the client or guests, prior to, during or after a function.

Duty of Care

We have a duty of care to our clients and reserve the right for our Approved Manager to refuse service of alcohol to persons he/she deems are intoxicated and may do harm to themselves, other patrons or property.

*If a function has purchased a beverage package, the Rubber Soul Lounge still reserves the right to refuse service of alcohol to a member of the function if deemed to be intoxicated.

Noise Levels

Due to our close proximity to residential areas, we are obligated to maintain reasonable noise levels. Noise levels will be adjusted during functions if required and we appreciate that guests understand and respect the decisions made.

Smoking

The Rubber Soul Lounge is a non smoking venue.