



ROXY'S

VENUE HIRE

2024





VENUE HIRE

- Exclusive use of venue
- Event Manager for entirety of event
- Liaison with suppliers if required
- Use of existing audio/visual equipment
 - Use of existing party lighting
 - Use of our standard furniture
 - Use of existing decorations
 - Use of serviceware if required
 - Set up and clean down
 - Service staff for bar

You are welcome to self cater your event, but as we are fully licenced, we can't allow for BYO alcohol

* If you have any requests, please don't hesitate to ask us for bespoke packages *T&C's apply.



VENUE HIRE ONLY RATES

MONDAY-THURSDAY 9AM - 4PM

\$750 + GST

MONDAY-THURSDAY 4PM - 9PM

\$900 + GST

FRIDAY - SUNDAY 9AM - 4PM

\$1500 + GST

FRIDAY & SUNDAY 4PM - 12AM

\$2000 + GST

SATURDAY 4PM - 12AM

\$3000 + GST

SINGLE SESSION 4HRS OFF PEAK \$280 + GST

Let us know if you are a community group or
require an hourly rate only



LIST OF AMMENITIES

2 x 6ft round tables

10 x lightweight trestle tables

45 x black chairs

8 x cafe style square tables

1 x solid wooden table

5 X bar tables

8x green velvet bar stools

25 x wooden bar stools

Black table cloths

Balloon arch stand

Non-permanent lounge area

Moveable platform 2mx1.3m

Wireless projector

3 x moveable Art Gallery Walls

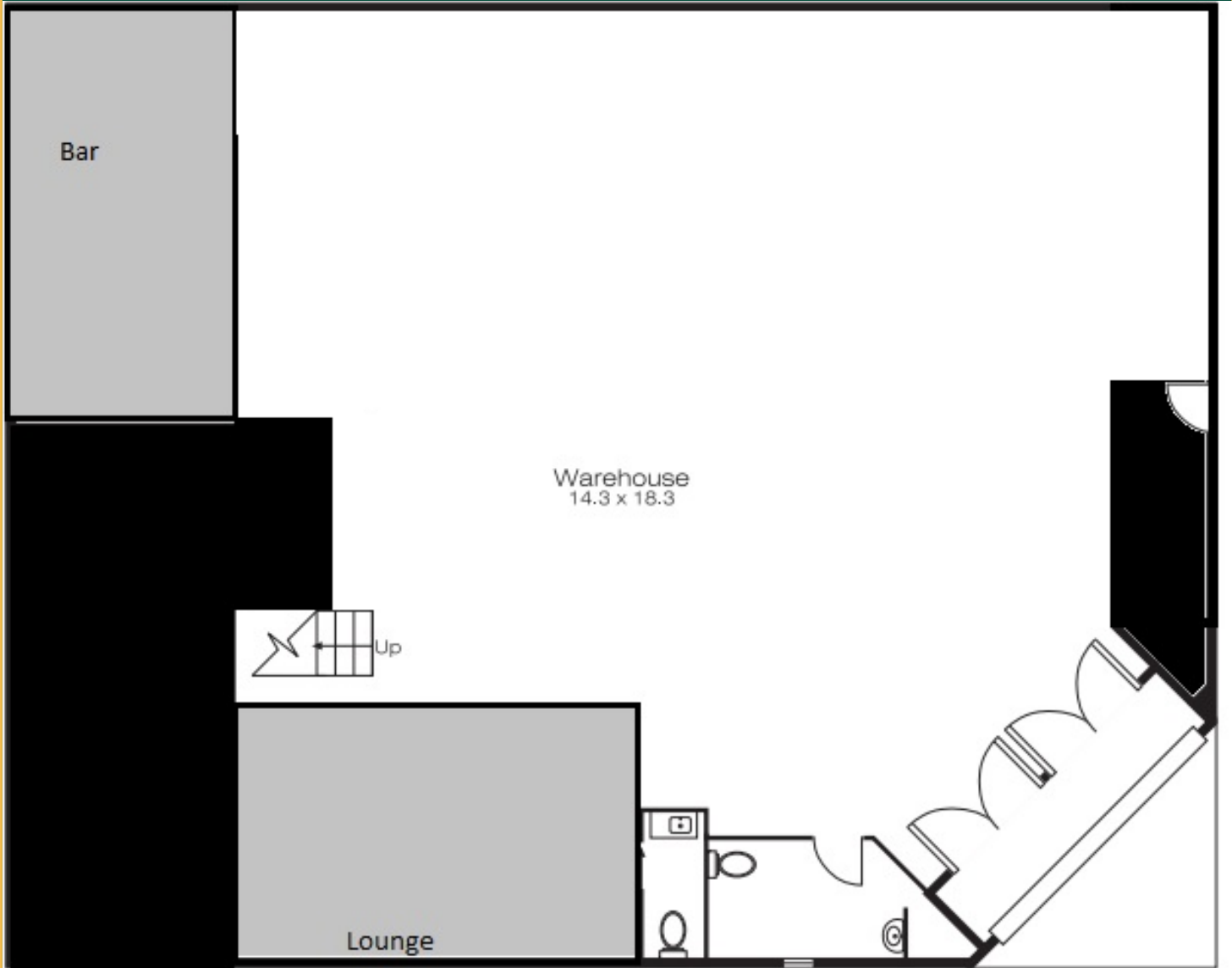
Speaker system with bluetooth connection

2x wireless microphones

Upstairs storage room

2 x toilets with make up nook

Heating & Cooling



Floor Size: 220sqm

Front entrance and side single door entrance

4 x ceiling beams across entire venue

Minimal rules on wall attachments

Non-permanent lounge space



OPTIONAL ADD ONS

Prices upon application

- DJ
- Styling
- Silent Disco
- Cocktail tower
- Light up shot wall
- Interactive food options
- Balloon installation
- Early bump in
- Photographer
- MC/Host
- Roaming performers
- Stage show
- Band
- Decorations
- Red carpet entrance
- Creative Workshops (ARTea.com.au)
- Additional lighting
- Photobooth
- Flowers
- And more



ADDITIONAL INFORMATION

Venue hire bookings may require a \$500 bond to cover any damages or excessive rubbish. This will be returned within 7 days of your event.

Saturday night bookings may require a minimum spend and then the venue hire rate may be reduced

This is a seasonal rate and will be quoted to you based upon your specific requirements.

We take into consideration your exact requirements such as dates, times, guests, duration, catering and special requests.

Guest capacity: 120 Standing 100 Seated

Floor Size: 220sqm

Deposit on confirmation: 25%



TERMS & CONDITIONS

CONFIRMATION AND DEPOSIT Once a date has been requested a tentative booking will be placed and held for 4 weeks. If confirmation has not occurred in this time. Roxy's may re-open the date. A deposit of 25% of the event value is required along with a acknowledgement of the bookings details and acceptance of terms of conditions. Your event will not be confirmed until receipt of payment is sent. Any deposits required by outside event suppliers will be included in the the invoice sent by Roxy's

FINAL NUMBERS AND DETAILS • Guaranteed minimum numbers of guests attending and all final details should be notified to the event manager no less than 10 working days prior to the event. Once confirmed as per these conditions' numbers cannot decrease, however could increase up until 72 hours prior. • Drinks and catering packages are charged to the guest final numbers in the run sheet and not head counted on the evening. Once agreed upon, these numbers can increase up to 72 hours prior, however cannot decrease. • Catering packages must be ordered for the number of guests in attendance.



TERMS & CONDITIONS

PAYMENT SCHEDULE

- 25% deposit payment to be made by the due date shown on the invoice provided
- Final payment to be made 10 days before the event
- Please note that any additional monies owing, i.e increase in bar tab will be charged by credit card at the conclusion of the event

INSURANCE/DAMAGE

Roxy's will take reasonable care, but will not accept responsibility for damage to or loss of items before, during or after an event. The client is financially responsible for any loss or damage sustained to the premises or our property during an event. If a bond was requested this will be taken from the bond.

CANCELLATION

- If cancellation occurs within 28 days of the event date, the deposit is non-refundable but can be transferred to an alternate date or event
- If cancellation occurs within 14 days of the event date, the client will be charged 50% of the event minimum spend.
- If cancellation occurs within 10 working days of the event date, the client will be charged 75% of the event minimum spend.
- If cancellation occurs within 5 working days of the event date, the client will be charged 100% of the event minimum spend.

This cancellation policy does not extend to outside event suppliers. These are usually fully non-refundable