

BOOKING A FUNCTION AT:



THE BARN LIVE
FUNCTION
INFORMATION PACK

Thankyou for choosing
The Barn Live
for your upcoming function!

Feel free to contact us anytime to help us
plan your perfect day:

0435 907 069

or

thebarnlive@gmail.com

BOOKING A FUNCTION @THEBARNLIVE

ROOM HIRE

\$1500

(flat rate for all Functions)

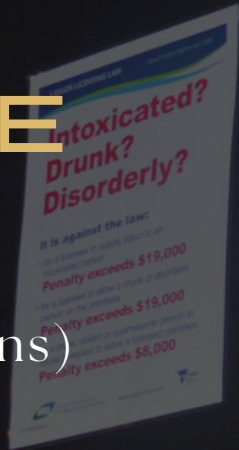
BAR TAB

Minimum spend of \$800 on the bar.

The choice of what options are provided on the tab is yours.

Most bar tabs normally include:

- Beers
- Cider
- Wine
- Champagne
- Soft Drink



BLACK RUSSIAN
KAHLUA \$16
VODKA
COKE

ESPRESSO MARTINI
VODKA \$18
KAHLUA
COFFEE

GRASS HOPPER
CRÈME DE MENTHE \$16
CRÈME DE CACAO
CREAM

LONG ISLAND ICED TEA
BACARDI \$16
VODKA \$32
GIN
TEQUILA
COKE & LEMON SQUASH

RASPBERRY DROP
VODKA \$16
CHAMBORD
SODA

TEQUILA MARTINI
VODKA \$16
COFFEE TEQUILA
COFFEE



BOOKING A FUNCTION @THEBARNLIVE

SECURITY

One security guard will be provided as part of your venue hire for up to 100 guests.

MUSIC

You're more than welcome to provide your own DJ or connect your phone to our system.

Our regular DJ can be provided for an additional cost of \$950.

Regular bands can be arranged at varying costs. You are welcome to organise your own band,; our sound technician will be required for an additional cost of \$300.

BOOKING A FUNCTION @THEBARNLIVE

FOOD

You are able to bring in your own finger food, Organise catering or order take away to the Function.

You will have access to our kitchen area: equipped with a large industrial oven, platters & utensils for cooking. You will be required to clean any items that are used (products are provided).

The Barn will supply plates, bowls & napkins.

ONE staff member will be allocated to assist you heat and serve your food. If you require additional kitchen staff it will be an added cost of \$200 per staff member required

BOOKING A FUNCTION @THEBARNLIVE

FOOD OPTIONS

The Barn Live have used a few catering compaines ,
below are their details;

Jodie's grazing tables
Mob: 0438 556 796

Pricing - 50 People- \$900 (\$18 per head)
- 100 People- \$1400 (\$14 per head)
- 150 People- \$1800 (\$12 per head)

*Jodie can provide many different themes for your
grazing boards and is happy to meet to discuss ideas.

Cheap Finger Food Catering- Ferntree Gully
Mob: 0426790322

www.cheapfingerfoodcatering.com/food-platters

Food Truck Options;

Souva Man

www.souvaman.com.au

Ph: 9975 7550

Mr Churros

www.facebook.com/mrchurrosmelbourne

Ph: 0475 250 049

BOOKING A FUNCTION @THEBARNLIVE

TABLES AND SEATS

There is seating for 100 guests.

Tables can be clothed in your chosen colour or colours (BY THE FUNCTION COORDINATOR).

UNDERAGE GUESTS

UNDERAGE GUESTS ARE ALLOWED TO BE INVITED.

Under no circumstances are underage guests permitted to consume any alcohol.

Guests will be required to leave the party immediately if drinking UNDERAGE and/or facilitating this.

BOOKING A FUNCTION @THEBARNLIVE

BOND

ALL 21ST BIRTHDAY PARTIES REQUIRE A \$1500 BOND.

This is payable on the day or before the function.

The Bond (or a portion of) will be returned on the Monday after the function pending no damage done to the venue or any of its property.

BOOKING A FUNCTION @THEBARNLIVE

GUEST LIST

A full guest list is required to be supplied to the venue.

All guests will be asked to produce a suitable photo ID, in line with Liquor Licensing requirements and will be ticked off on the guest list.

All bags brought into the venue will be subject to a search.

BOOKING A FUNCTION @THEBARNLIVE

ACCESS TIMES

As part of your booking you will have access to the venue from 5:30pm the night of your function.

If you require access prior to 5:30pm there is an additional charge of which will need to be organised with the function coordinator.

Your function will begin to shut down at 12:30am with no drinks being served from then onwards and guests encouraged to depart.

We ask that there is NO GLITTER or Confetti brought to the venue. Any damage will be an additional charge

BOOKING A FUNCTION @THEBARNLIVE

EXTERNAL ALCOHOL

Under no circumstances can alcohol be brought into the venue: any alcohol brought in will be confiscated.

****ALCOHOL CONSUMPTION IS NOT PERMITTED OUTSIDE THE VENUE ACCORDING TO BODY CORP. REGULATIONS. ANYONE OBSERVED TO VIOLATE THIS REGULATION MAY BE ASKED TO LEAVE.**

BOOKING A FUNCTION @THEBARNLIVE

PAYMENT

Payment of \$1,500 (Hire of the venue) is required to reserve and confirm your date along with our signed and completed booking agreement form. You have 7 days from first communication to confirm and pay for your booking or you may lose your date,

Until then your date is not reserved and another potential booking may book your date.

Confirmation of final numbers must be confirmed 7 days prior to the day.

BOOKING A FUNCTION @THEBARNLIVE

PAYMENT

Payments can be made by cash, eftpos, credit card or Bank Transfer.

Bank Transfer Details:

Account Name: The Barn Live

BSB: 013 - 344

Account Number: 283 459 726

BOOKING A FUNCTION @THEBARNLIVE

CANCELLATIONS

Cancellations made 6 weeks prior to your booking will be refunded in full.

Any cancellations within 4 weeks of the booking you will receive a 50% refund. Anything under two weeks are non-refundable.

All cancellations must be made directly to Jill 0435 907 069

or

via email thebarnlive16@gmail.com

BOOKING A FUNCTION @THEBARNLIVE

DAMAGE TO THE VENUE

Damage to the venue the client is financially responsible for any damage that is sustained to the venue or any other property owned by or in the care and custody of the venue or theft which is caused by the client, guest or any other person attending the function.

The Barn Live accepts no responsibility for the goods, gifts, equipment or personal items left on the premises.

The Barn Live is entitled to debit the clients credit card for the cost of any repair as a result of damage to the venue.

BOOKING A FUNCTION @THEBARNLIVE

CONTRACT

In signing this document, I agree to all the terms listed in The Barn Live Function Information Package and understand that I am responsible to pay for any damage caused by any persons attending my function.

I _____ (full name),

Of _____

_____ (address)

Accept the function details, terms and conditions made on

_____/_____/_____ by The Barn Live Bayswater.

_____ (CUSTOMER Signature)

_____ (Management Signature)

Receipt of \$1200 payment paid via

_____ on ____/____/_____