

FUNCTION & EVENT BOOKINGS TERMS & CONDITIONS

Here at Generator we have tried to make our terms of business as straight forward as possible. However, if you have any questions, please feel free to speak to your Events Manager before you sign off.

1. Payment Terms

For all function and event bookings, Generator requires a non-refundable deposit of the venue hire fees to secure your booking. An invoice will be raised on receipt of your booking form and is to be paid prior to your event. Your booking will be confirmed once we have acknowledged receipt of your signed booking form.

Credit card details are to be provided with the signed booking form. Payment for the full invoice is required within 14 days of the completion of the event; if no payment is received the credit card provided at time of booking will be charged.

2. Cancellations

For all functions and events there is an agreed 'cancellation policy'. Our cancellation terms are:

- The deposit is non-refundable in any event (including in the event of force majeure), and
- If you give us notice of cancellation less than 4 weeks before the date of your event, we will charge you the total venue hire.
- If you give us notice of cancellation not less than 8 working days before the date of your event, we will charge you the total booking value (including any catering and equipment hire costs) If a deposit has not been taken for some reason, the cancellation charges will be charged to the credit card provided on the booking form if your event is cancelled.

3. Minimum Spend (if applicable)

Where the agreed minimum spend is not met, the shortfall will be charged as an additional 'venue hire' charge. Expenditure on food and beverage contributes to the minimum spend requirements. Expenditure on entertainment, security, decoration or other ancillary services does not contribute to the minimum spend amount.

4. Attendee numbers

You can change attendee numbers provided they do not exceed the maximum capacity for the room you will be hiring. Additional charges may apply.

5. Catering

To amend any day catering request we will require no less than 5 working days' notice before the date of your event or function. To amend evening catering or functions with waitstaff or chef, we will require no less than 8 working days notice before the date of your event or function. External catering, food or beverages are not permitted in any of our venues or event spaces. Any of our food and beverages must not be removed from the premises.

6. Access & Staff

Generator's standard operating hours are 8.00am – 5.30pm, Monday to Friday. Events requiring access outside standard operating hours will incur a \$50/hour + GST staffing charge and must be pre-arranged prior to your event. For evening functions held in member lounges, access for set up is from 5.30pm onwards unless granted special permission. Events that exceed the agreed set times may be charged additional fees where applicable, only if an extension is possible.

7. Safety

You and your guests must comply with our health and safety guidelines at all times when on Generator premises. We will provide a copy of these guidelines to you when you book an event with us. These guidelines are also displayed around our premises. Generator staff on duty at the event are a representative of the licence holder and are empowered to suspend

an event if licence or health and safety guidelines are being ignored by guests. Generator reserves the right to refuse admission to any guest who is of concern. Should you fail to correct any aspect of poor or unacceptable behaviour, you may be asked to terminate your visit. Should this happen, no monies will be refunded to you.

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8. Liability

Generator cannot be held responsible for damage or loss of guest's or another party's property, however caused. The booking contact will be liable for the cost of repairs carried out as a result of any damage caused to any part of the venue by negligence, wilful act/default of any person invited to the venue. Any breakage or damage caused by guests to the premises (including equipment and chattels) will be on-charged to you.

If for some reason, we have to cancel or change your event for reasons outside of our control (e.g. for any act of god, fire, natural disaster, damage to the venue or other causes beyond our reasonable control), we will not be responsible to you. In the event of such a force majeure, we agree to amend or cancel your booking as appropriate. We will not be liable for any losses caused as a result of such amendment or cancellation.

9. Alcohol

Our beverage list is final, and we will not accept variations for individual events. BYO is not permitted under our liquor licence. Alcohol is to be consumed only in the licensed areas onsite and only within the hours of 10am and midnight unless otherwise expressly advised by us.

10. Smoking

Smoking, including e-cigarettes, is not permitted in any event space or balconies. If event attendees wish to smoke, they must vacate the building to an outside area.

11. Security

A security officer is required on-site for all evening and weekend events. The security officer is required for a minimum of 4 hours. For large or private bookings two security officers will need to be on-site. We will let you know when you make your booking what security you require.

12. Cleaning

If the venue is not left in an acceptable standard, additional charges for cleaning may apply.

13. Audio Visual

Generator staff have the right to monitor and control the noise level of any sound system used on our premises. Failure to adhere to instructions about sound restrictions may result in termination of your event or additional charges. Any additional software or equipment brought in by external suppliers must be approved by the Generator Event Manager prior to the event. External suppliers must adhere to our access conditions, unless granted special permission.

14. Hire equipment & furniture removal

All hire equipment needs to be removed immediately after the event unless pre-arranged and approved by Generator. If you would prefer to leave any equipment onsite a storage fee will apply.

15. Privacy

Here at Generator, we are committed to protecting your privacy. We will only collect and use your details for the purpose of running your events. You can access or correct your details at any time by contacting us in accordance with our privacy policy available at generatornz.com/website-terms.

16. Publicity

We would love to see how your event turns out and to share it on our website and elsewhere for marketing and promotional purposes. With your permission, we will use photos of your event and your name and logo for promotional purposes.