

BOOKING & PAYMENT

Clear terms keep the planning process simple and protect both the client and The Roaming Bar.

BOOKINGS / PAYMENT TERMS

Package prices will incur a 10% GST surcharge in addition to the quoted price.

Quotes are valid for 30 days.

Once booked, a deposit is required within 7 days to secure your booking. If the deposit is not paid within this time, or if another client pays their deposit first, your booking will be forfeited.

An invoice deposit of 30% (GST inclusive) is required within seven business days of booking, along with proof of payment, to confirm your reservation. The deposit will be subtracted from the final invoice.

The final cost of your function is to be paid within 21 business days prior to the function date.

A tax invoice will be issued after each payment is made.

Overdue accounts will incur interest charges at 2.5% per week.

Credit card payments will incur a surcharge. The percentage varies depending on the card type.

DEFAULT OF PAYMENT

The Roaming Bar reserves the right to refer outstanding debts to a mercantile agent and/or debt collection agency in the event of payment default.

Any fees associated with outsourced debt collection may be passed on to the customer.

Accounts exceeding 30 days from the invoice issue date without payment will be considered in default and may be subject to these actions.

The Roaming Bar reserves the right to refuse service to any client with accounts that remain unpaid or in default from previous events.

RESCHEDULING / POSTPONEMENT

Any request to change the event date must be provided in writing.

Rescheduling fees apply based on the notice provided prior to the event date:

Greater than 90 days — No fee applies

60–90 days — 15% of the total booking fee payable

21–60 days — 30% of the total booking fee payable

7–21 days — 50% of the total booking fee payable

7 days or less — 80% of the total booking fee payable

Events may be transferred to an alternate date subject to availability. Change of date fees may apply.

CANCELLATION

Any notice of date change or cancellation must be provided in writing.

Greater than 120 days — 100% deposit refundable

60–120 days — 50% deposit refundable

21–60 days — Deposit non-refundable

7–21 days — 80% charges payable

Less than 7 days — 100% charges payable

Events can be transferred to an alternate event date.

Change of date fees may apply.

SERVICE, ACCESS & RESPONSIBILITY

Operational requirements are designed to ensure the bar can be delivered safely, smoothly and to the standard expected.

BOND & EXTRAS

A \$200 bond is required for glassware hire. This bond is 100% refundable after the event provided no glassware is broken, lost or damaged.

The Roaming Bar reserves the right to apply the bond toward additional charges not included in the original quote.

A \$10 + GST charge per broken or missing glass will be deducted from the bond.

Setup & Pack Down: from \$200 + GST.

Portable Bar Hire: from \$350 + GST.

BAR SETUP REQUIREMENTS

1.4m Bar Setup — minimum space required: 2m x 3m; hire price \$350 + GST.

2.8m Bar Setup — minimum space required: 3m x 3m; hire price \$500 + GST.

If the client hires a bar from a third-party supplier, it must meet the above height and size requirements. Suitability must be confirmed with The Roaming Bar prior to the event date.

Where a bar is not provided by The Roaming Bar, the client must provide a suitable service area that meets our operational requirements. Failure to provide an adequate setup may impact service quality or result in service cancellation without liability to The Roaming Bar.

SETUP TIME

A minimum setup time of 90–120 minutes is required to ensure cocktails are ready to be served upon guest arrival.

Extended setup times due to venue access restrictions or event complexity may incur additional charges.

TRAVEL FEES

Travel costs are calculated during the quoting process based on the final confirmed event location.

A travel fee of \$2.50 per kilometre per bartender applies for venues located outside a 10km radius of Melbourne CBD.

WATER & WASHING FACILITIES

Sink access is required for glassware washing during service.

If sink access is unavailable, biodegradable cups may be used instead of glassware.

Failure to provide suitable washing facilities may impact service or result in event cancellation.

SPECIAL EFFECTS & LIABILITY

The Roaming Bar may use equipment such as the Flavour Blaster smoke gun for cocktail presentation.

The Roaming Bar is not liable for fire alarms triggered by smoke effects. The client is responsible for confirming venue compliance and notifying venue management where required.

The client acknowledges and agrees that The Roaming Bar is not responsible for damage to client property or venue property during service. The Roaming Bar will operate with reasonable care and professionalism at all times.

AGREEMENT

By confirming a booking with The Roaming Bar, the client agrees to these terms and conditions.