



BOOKING GUIDE 2022

Hello !

This is a handy guide that walks you through everything you need to know about booking your event at Feld & Co. We have included everything so you can refer back to it at any point.

We are so excited that you chose our beautiful space to host your event. We hope we make it special and memorable for you. But first let's run you through a few things.

Before booking an event please read through this document thoroughly.

If you have any further questions don't hesitate to email us !!

Contact Us :

Trin - trin@feldandco.com

Donna - admin@feldandco.com



Who We Are

Feld is a space dedicated to creating, making and celebrating.

Feld was founded when an industrial storage house was transformed into an events, co-working and creative studio in 2018.

Kerry Roesner was the founder and creator of Feld & Co and has since passed it on to the ultimate mother and daughter duo Donna and Trin Thomas.

Events

Our space can hold events for any occasion. With a maximum capacity of 75 we are perfect for any intimate gathering.

Workshops

Along with events we also have facilities for workshops. Where people can express their creativity in a versatile environment.

Create

Our studio is perfect for content creation to make, perform and shoot content. Our space is well equipped with the perfect natural lighting, backdrops and podcast / live recording equipment.

Tiny Spaces

Tiny Spaces is a project that hopes to join communities through the connection that music, art, performance & film bring.



What we do

Feld provides a communal space for a wide range of events such as birthday parties, workshops all the way to weddings.

Feld is hired with choice of furniture and other extra items offered as a part of the venue hire pricing

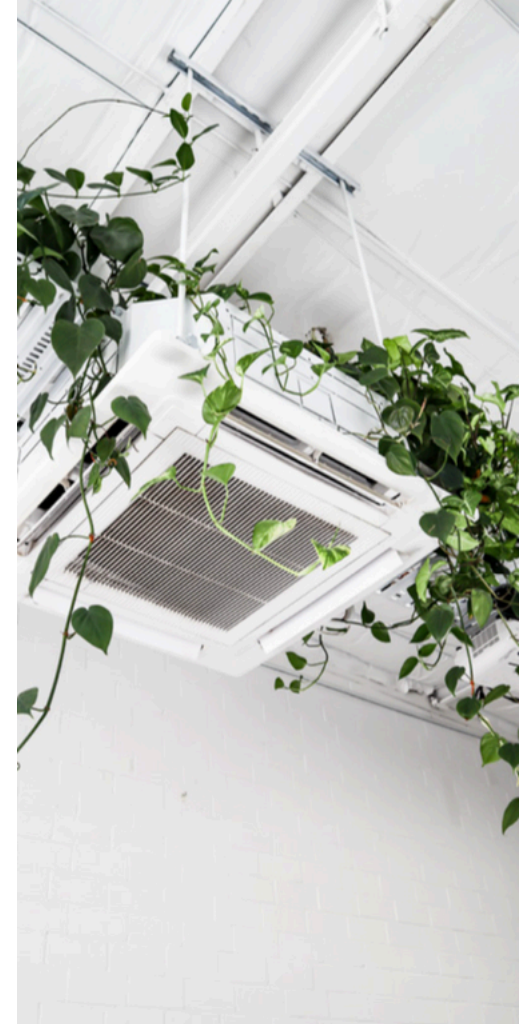
The space can be styled and catered for as you wish

Feld space hire includes:

- Kitchenette
- Toilet Facilities (incl - UAT)
- Reverse Cycle A/C
- Permanent Photo Backdrop
- BYO

Complimentary items:

- Furniture
- Plates
- Glassware
- Cutlery
- Speaker
- Urn
- Mobile Bar Cart
- Mobile Photo Back Drop
- Photo Booth with Backdrop (ring light)



The Space

Feld is a beautiful intimate, unique event / multi-use space that can accommodate any event.

It is perfect for a smaller intimate event or even a medium sized event. The space is BYO and guests are allowed to arrange everything themselves from catering and drinks through to styling. With neutral tones and a botanical backdrop the space can be transformed in to any style to match the event. Although it can be transformed, the space itself comes with a range of different furniture and other items which does mean that very little needs to be done to create an aesthetically beautiful space for your event. The only item guests will need to choose is good drinks and entertainment (music).



Past Events

Every past event we have had at Feld has been a memorable one. We love seeing what people do with the space and how they can create such an amazing atmosphere.

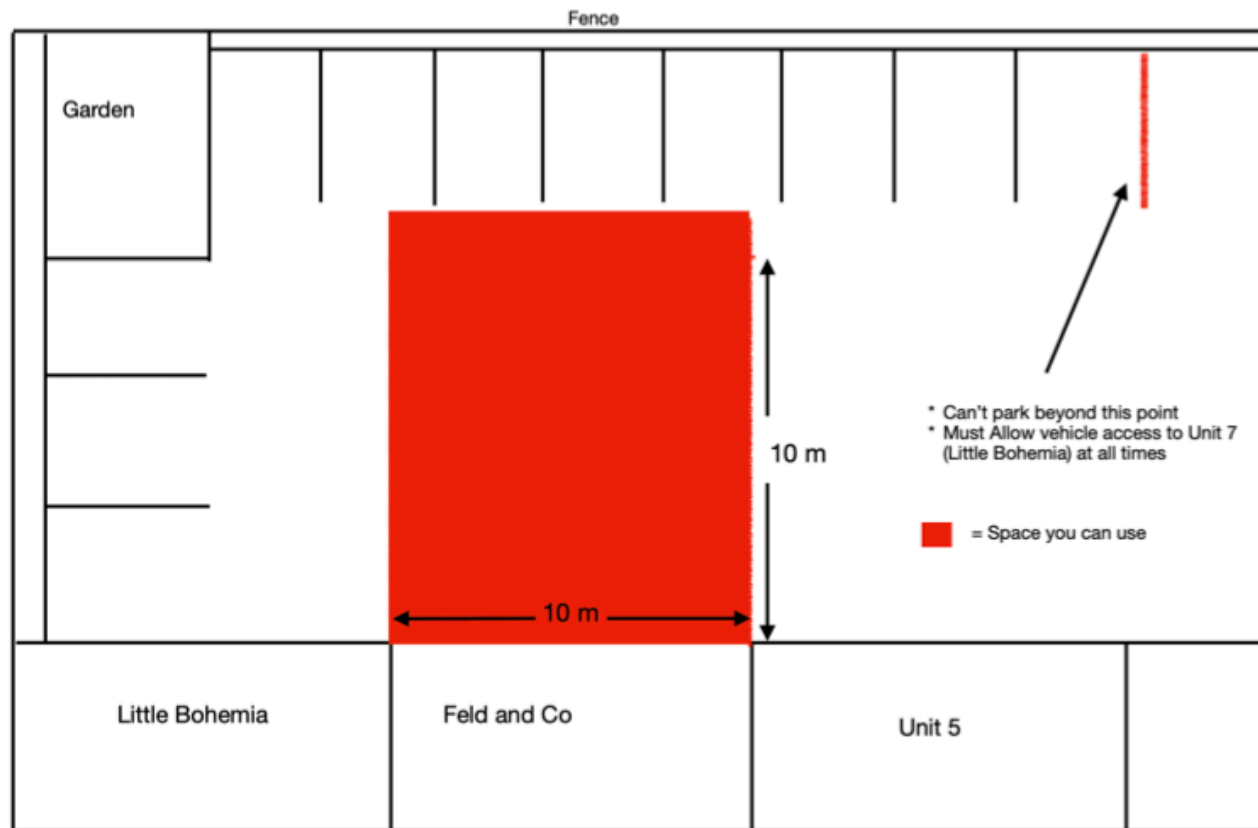
The space is very versatile meaning that you are able to style the space in any way that you desire, although with the furniture, plants and other items we provide, very little needs to be done to create a beautiful space for your event.

Please see our suggested vendors page for more info.



The Laneway

The laneway is a communal area so we need to always be mindful of our neighbours beside us. We need to allow 24 hour access to all units at all times. Please see the floor plan we have put in place for everyone to follow when using the laneway.



On the day

THE PROCESS

Arrive at the space at the time you have booked from. Everything will be set up and ready for you by our lovely staff. One of the staff members will then take you through some house rules and show you how to lock up.

Then we leave you to enjoy your night!!

AFTER

After your event, it is required that you leave the space in a clean and respectful way and to our standards. These are listed on the next page.

If you have any furniture of ours outside we ask that you bring everything in before you lock up.

To lock up, all you have to do is roll the roller door down and push in the latches located at the bottom on the roller door and close the self locking door (the pink door) behind you.

There will be security coming to check you are out of the premises at the time you booked till.

As you exit the laneway make sure you lock the gate behind you.

Please do not leave rubbish, food, drinks, cigarettes butts or anything else that shouldn't be near a plant. They are our plants and they are not bins !!!



Cleaning

Cleaning is all included in the price, all we ask is the following:

Balloons

Taken from the space (this can be done the following morning before 9am depending on the timing of the other events)

Flowers

Take from space (this can be done the following morning before 9am depending on the timing of the other events)

Drinks

Taken from the space and empty bottles can be put in our tubs provided (this must be done on the night)

Food

Taken from space and or put into the bins outside provided (this must be done on the night)

Anything else the client has hired or brought into the space from outside of Feld.

(this can be done the following morning before 9am depending on the timing of other events)



FAQ

Is the Bar Cart included?

Yes the Bar Cart is included and is mobile to move around the space.

Do we have any noise restrictions?

No but please be mindful of others using the precinct.

What is the guest number limit?

Capacity is 75.

Is there access for wheelchairs?

Yes there is.

What is the cancellation policy?

Fully transferable **non refundable** 20% deposit. Cancellation within 14 days requires full payment.

Is the space BYO?

Yes.

What is Bump In and Bump Out time?

They are the times you are allowed to access the space (Bump In) and the time you must exit the space (Bump Out). If you require additional time in the space to set up or pack down this must be included in your booked time and is charged accordingly.

If I hire bar staff what are the rules?

Must hold an RSA Certificate, allowed to serve 75 people or less for a maximum of 4 hours and 2 hours for 100 people. If you hire Feld bar staff we are all trained and have our RSA's to serve all beverages including cocktails.

What are the cleaning fees?

Cleaning fees are included in the price

What do we have to clean at the end of the night?

All food and waste must be taken to the appropriate bins and what does not fit into the bins must be taken away with you. Any items brought into the space for your event must be taken with you at the end of your event unless prior arrangements have been discussed with Feld staff. All furniture is to be placed inside Feld before you lock up.

Do we need to clean glasses/plates etc?

We just say to collect and place all glassware in the kitchen on that night and the staff will be in, in the morning to clean the glassware and plates. We just ask if anything sticky is rinsed prior to you leaving the venue.

What if something is broken or damaged?

Any items or property damages is charged to the client based on replacement value. We don't require a bond, however we assess the risk and may take a bond prior to the event.

PLEASE RESPECT AND PROTECT OUR PLANTS They don't enjoy alcohol or food like we do !!!!

Is there a closing time?

Events must cease at 12am, with all guests out by 12:30am. Security will come and usher you out by this time

Is the furniture interchangeable between Feld studio and Feld & Co?

No the furniture is not to be moved.

Whom can I contact?

Trin

trin@feldandco.com 0424559949 - call or text

Donna

admin@feldandco.com 0429418700 - call or text

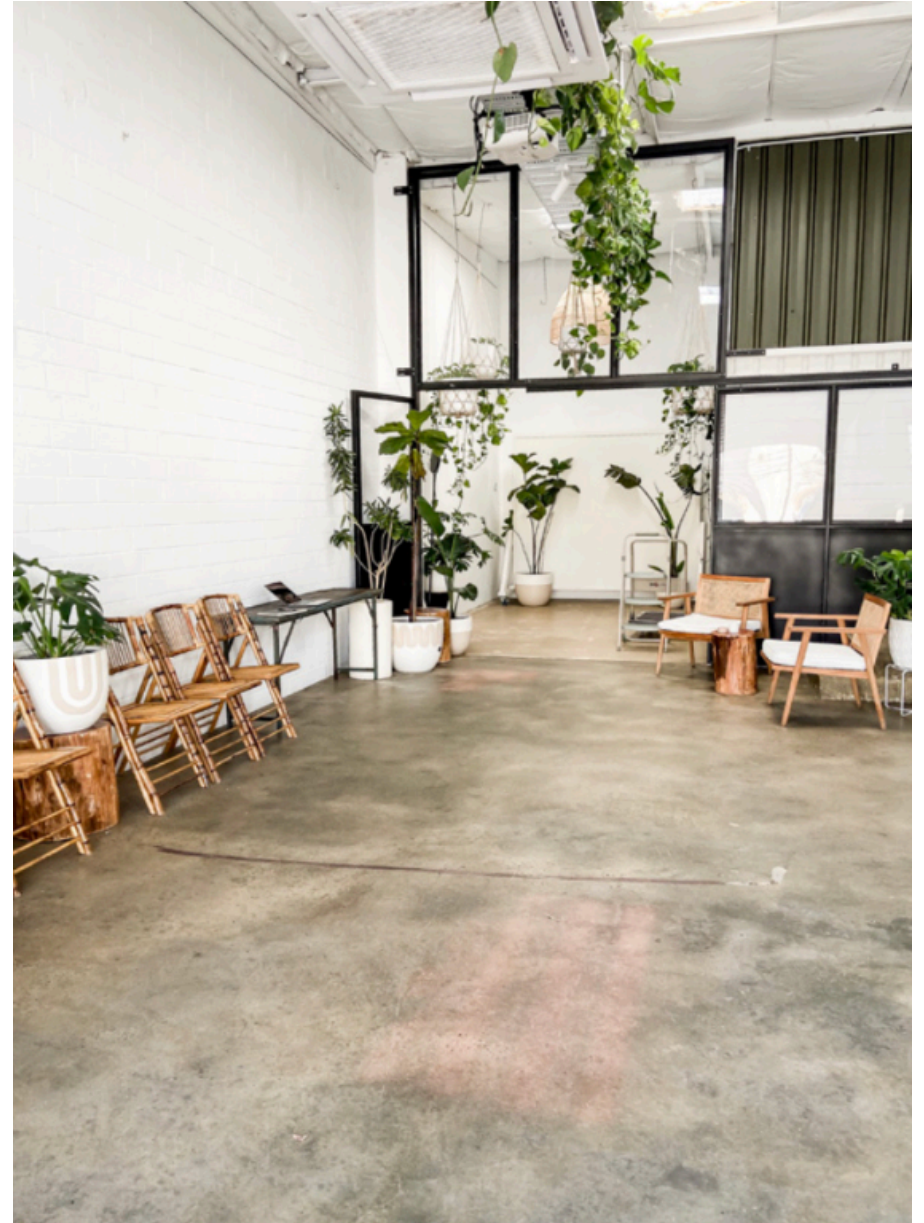
Our space is open for viewings by appointments only: Monday - 9:00am - 2:00pm

Thursday - 2:00pm - 6:00pm

Friday - 9:00am - 2:00pm

How do I book a space viewing?

Email Trin and she can sort out a time and day for you to come and view the space - trin@feldandco.com



All new prices effective from 16/08/2022

**\$500 Bond for all events

Pricing

Content Creation (minimum 3 hour booking time)

\$80 per hour (minimum booking time 3 hours)

3 hours \$240

6 hours \$480

9 hours \$648 (10% discount)

Please request backdrop colours by emailing Trin -
trin@feldandco.com

Facilities Included (in all events, workshops and content creations):

- Furniture tailored to your event. Furniture list at the end of this booking guide
- 2 x Toilets
- Kitchentte with Domestic Oven/ Microwave/ Dishwasher/Sink/ Kettle
- A/C, WiFi, Bluetooth Speaker with Mic
- Mobile Bar Cart
- Glassware, Cutlery and tableware

Workshops

WEEKDAY WORKSHOPS

Monday - Friday. Maximum 25 people
\$60 per hour

3 hours \$180

6 hours \$360

9 hours \$486 (10% discount)

WEEKEND WORKSHOPS

Saturday - Sunday
8am-5pm. Maximum 40 people
\$70 per hour

3 hour \$210

6 hours \$420

9 hours \$567 (10% discount)

Events

Monday - Thursday

\$140 per hour

Minimum 4 hour hire

4 hours \$560

6 hours \$840

9 hours \$1134 (10% discount)

12 hours \$1428 (15% discount)

Friday - Sunday

\$200 per hour

Minimum 6 hour hire

6 hours \$1200

9 hours \$1620 (10% discount)

12 hours \$2040 (15% discount)

All events require a \$500 Bond

Additional Pricing

Bar Staff - \$60 p/hr per person

Wait Staff - \$60 p/hr per person

Event Coordination / Manager - \$80 p/hr

Event Planning Services - Price based on the services required



Suggested Vendors

CATERING

Oli's Catering
Email: oli@oliosfinefood.com.au Mobile:
0400163409

Eat no Evil <http://www.eatnoevil.com.au>

Wood Fired Pizza

<http://www.nunziosmobilepizza.com.au>

Grazing Tables

Kara Kara Lavish Grazing -

<https://www.karakaralavishgrazing.com>

Forage & Fromage (grazing table) -
www.forageandfromage.com

Mr Paella - www.mrpaellaperth.com

DRINKS

Caravan & Tonic -

<https://www.caravanandtonic.com>

FURNITURE

Little Pallet Co - @littlepalletco Pretty Willow
- <https://www.prettywillowhire.com>

Black Label Events - blacklabelevents.com.au

STYLING

Party Perfection - natalie@partyperfection.co

Carnival Creations -
www.carnivalcreations.com.au

Little Pallet Co

BALLOONS

Creative Muse -@creativemuse

Balloon Fairy - @theballoonfairy

Frankie and Eve -
www.frankieandevledesigns.com.au

FLORISTS

Little Bohemia (Next Door)

<https://www.alittlebohemia.com/wedding-enquiry>

The flowers girl

<https://www.theflowergirlperth.com.au>

WEDDING CAKES AND DECOR

Colourwash (CHU bakery's patisserie):
madison@bodycoat@gmail.com

XOXO Design:

<http://www.xoxodesign.com.au>

HIRE



Furniture and Items



STOOLS



VINTAGE BUFFET



TRESTLE TABLES



GOLD TROLLEY



DINING CHAIRS



MOBILE BAR CART



PLATES



CUTLERY



COFFEE MACHINE



BAR STOOLS / TABLES

Furniture and Items



*CABINET
(ALWAYS IN SPACE)*



*BLACK WOODEN
TABLE*

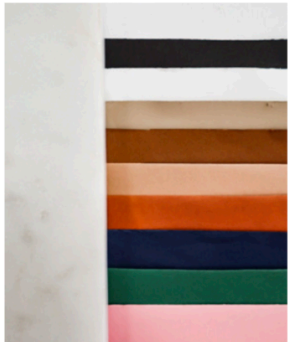


WOODEN STOOLS



*WOODEN WISHBONE
CHAIRS*

Backdrop Colours



BACK DROPS

FORMS



Furniture List

FELD & CO

<i>FURNITURE</i>	<i>QTY</i>	<i>DETAILS</i>	<i>QTY REQUIRED</i>
Trestle tables	7	240cm x 75cm wooden trestle tables	
High bar tables	5	60cm diameter round birch ply top with white powder coat legs	
Chairs	35	Foldable bamboo chairs	
High bar stools	15	Powder coated white	
Stools	12	Wooden stools	
Dining chairs	10	Black wooden dining chairs	
Vintage buffet	2	Vintage wooden buffet table	
Gold trolley	1	Gold trolley	

Quantities are not accurate as they are constantly changing due to breakages

<i>KITCHEN FACILITIES</i>	<i>QTY</i>	<i>DETAILS</i>	<i>QTY REQUIRED</i>
Microwave	1		
Oven	1	Electric	
Induction Cooktop	2	Portable	
Fridges	3	Undercounter	
Freezer	1	Chest freezer	
Mobile Bar Cart	1	Includes 3 x undercounter fridges	

Furniture List - continued

FELD & CO

<i>KITCHENWARE</i>	<i>QTY</i>	<i>DETAILS</i>	<i>QTY REQUIRED</i>
Tumbler glasses	75	Simple tumblers	
Wine glasses	38	Simple wine glasses	
Champagne glasses	60	Simple wine flutes	
Martini glasses	30	Simple martini glasses	
Highball glasses	75	Simple highball glasses	
Champagne bucket	1	Black (stainless steel inside)	
Bottle opener	1	Gold	
Coffee/Tea Mugs	50	Simple white mugs	
Black Plates	25	18cm	
White Plates	50	18cm	
Black Cutlery Set	38	A set includes: 1 x Fork, 1 x Knife, 1 x Dessert Spoon	
Black Teaspoon	17	Simple black teaspoon	

<i>OTHER</i>	<i>QTY</i>	<i>DETAILS</i>	<i>QTY REQUIRED</i>
Urn	1	20L Urn	
Reverse Cycle A/C	1	Main Ground Floor Area	
Mobile Screen	1	Can be used for photo back drop and/ or shelving for display of items	
Mobile Photo Back Drop	1	Foldable Mobile Screen which can be used for Photo Booth with our paper	

Furniture List - continued

FELD & CO

<i>FURNITURE</i>	<i>QTY</i>	<i>DETAILS</i>	<i>QTY REQUIRED</i>
Black wooden tables	8	179cm x 38.5cm	
Wooden wishbone chairs	10		
Wooden stools	10		

<i>KITCHENWARE</i>	<i>QTY</i>	<i>DETAILS</i>	<i>QTY REQUIRED</i>
Tumbler glasses	40		
Wine glasses	30		
Champagne flutes	42		
Coffee/Tea Mugs	25		
Black Plates	12		

<i>KITCHEN FACILITIES</i>	<i>QTY</i>	<i>DETAILS</i>	<i>QTY REQUIRED</i>
Kettle	1		
2 Door Fridge	1		

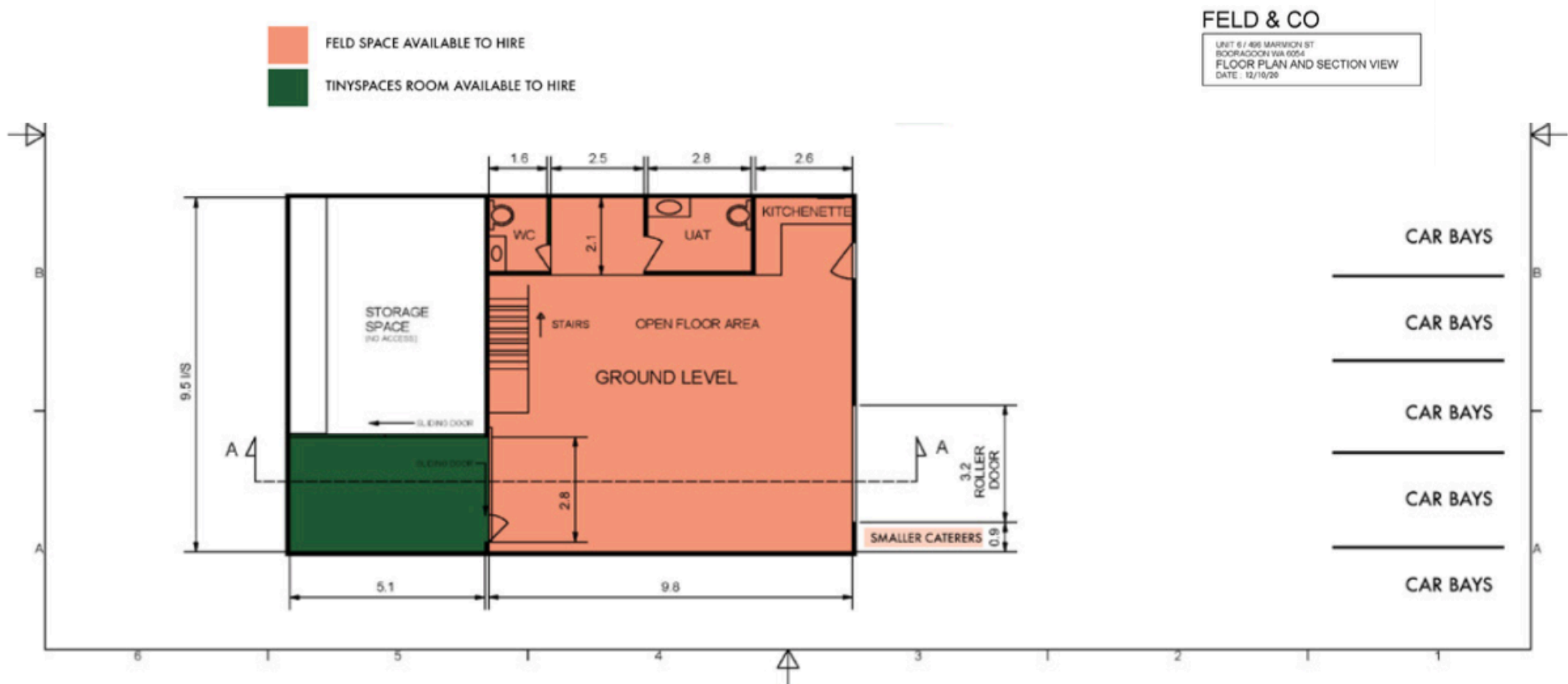
Additional Hire

<i>DECORATIONS</i>	<i>COST</i>	<i>DETAILS</i>	<i>QTY REQUIRED</i>
Photo Booth	\$50	Ring light with mobile phone/lpad/Camera attachment	
Back Drop	\$15	Cloth/Paper. Colour chosen by client. (Organised at least 14 days prior to event)	
Flowers	Refer to Vendors	Seasonal & discussed with client. (Organised at least 14 days prior to event)	
Balloons	Refer to Vendors	According to a colour scheme chosen by client. (Organised at least 14 days prior to event)	

Floor Plan

Please use the floor plan below to draw where you like furniture, how many chairs etc, in the area you wish to hire to help out the Feld team when setting up for you event.

This includes laneway use and vendors, as it must all be approved because it is a communal space



Terms and Conditions

Very Important you read these. Seriously don't skim !!

1.0 Definitions

- 1.1 "Event" means the event which is subject of the Venue Hire Agreement;
- 1.2 "Client" means the legal person primarily responsible for the submission to Feld & Co of the Venue Hire Agreement;
- 1.3 "Venue Hire Agreement" means the form submitted to Feld & Co in a layout required by Feld & Co containing details, dates and times of the proposed activities at the venue for which Feld & Co's permission is sought and to what Feld & Co has agreed to;
- 1.4 "Fee" means a fee to be agreed in writing between Feld & Co and the client and to be paid with any applicable GST by the client to Feld & Co as consideration for the permission to hold the Event at the Venue and for any ancillary services to be provided by Feld & Co;
- 1.5 "Guests" means all persons attending the Event at the Venue, whether or not with the express permission of the client, including any employees, sub-contractors and/or agents of the client;
- 1.6 "Venue" means the property and/or areas identified by Feld & Co to the client within the Venue Hire Agreement for the purposes of the Event;
- 1.7 "Duty Manager" means the employee of Feld & Co designated to manage/ supervise the Event;
- 1.8 "Venue Hire Fee" means all fee and charges to the client in relation to the Event.

2.0 Booking Procedure

- 2.1 No booking will be deemed confirmed until Feld & Co has received: 2.1.1 A signed copy of the Venue Hire Terms & Conditions acknowledging that the client has accepted them
- 2.1.2 The non refundable deposit of 20%**
- 2.1.3 The balance of the booking fee is due 14 days prior to the Event

3.0 Venue Access

Feld & Co is a Creative Communal Space or a multi-use space which at times will be used by more than one party unless specifically hired exclusively as an event. The mezzanine is not available for events.

3.1 The client must arrive and vacate at the agreed time, as stated on the Venue Hire Agreement. Failure to adhere to the agreed times may incur additional charges. In the event of unauthorised overrunning the Venue withholds the right to interrupt the Event with or without the assistance of security. If this does occur Feld & Co will charge additional charges to the Client accordingly.

3.2 Use of the "Ground Floor Only" detailed on the Venue Hire Agreement does not imply any right to use any other part of the building, for deliveries, storage or any other access except where Feld & Co has agreed to such use. If this occurs Feld & Co will charge additional charges to the Client accordingly.

4.0 Equipment, Setup & Staff

- 4.1 No equipment is to be delivered to the Venue without the prior agreement of Feld & Co. Feld & Co reserves the right to refuse delivery of equipment if it is considered to be a serious or harmful to the building and contents or to its employees, agents or guests.
- 4.2 All venue dressing must be free-standing ie not touching the fabric or contents of the venue without prior agreement of Feld & Co. All dressing must be removed without damage to the fabric or contents of the venue.
- 4.3 At all times the safety of all personnel in the venue is paramount. Other people working in the venue (ie caterers and Feld & Co staff must not be hindered in any way during the setting up and striking down of equipment)
- 4.4 30 minutes prior to the end of the hired time as stated in his contract the client shall remove all equipment and effects brought to the Venue. Feld & Co can not access any responsibility for equipment and effects left at the Venue before, during or after an Event.
- 4.5 Feld & Co will take appropriate measure, within its control to supply lights and equipment in good working order. If a technician is required to assist with sound or lighting, there maybe an additional charge. Feld & Co reserves the right to insist that their technician be present at an event and charge appropriately.
- 4.6 The client agrees to use equipment belonging to the Venue in a safe manner and return it in good working order. Where equipment is damaged charges will be made to the client.
- 4.7 The Venue must be clear of all client's property and in a clean and useable condition by the Time stated on the Venue Hire Agreement. Failure to comply with this may result in Feld & Co disposing of the property and charging the client extra cleaning expenses.

5.0 The Event

5.1 The times of the event are set out in the Venue Hire Agreement. Bar service staff hired must finish last 10pm in accordance to the Small Venue Exemption under the Liquor Licensing Act.

5.2 The client will not invite or permit more than the agreed number of Guests to attend the Event.

5.3 The client must supply to Feld & Co at least 48 hours prior to the Event/ Workshop a list of anticipated Guests and Run Sheet with 3rd parties who may be entering the Venue.

5.4 Feld & Co its representatives, employees or agents reserve the right to:

- A) Refuse entry to any person in the opinion of Feld & Co posing a safety or security risk or in the vicinity of the property during, immediately prior to immediately following the Event; and
- B) Request proof of invitation or identification from each and every guest without which entry to the property may be refused.

5.5 At the time of booking the clients must appoint a person organised to be the sole point of contact for the staff on duty "Duty Manager". The Name Organiser must remain in the Venue throughout the Event to liaise with the Duty Manager in monitoring the Event and to accomplish orderly departure of guests.

5.6 The client will ensure all guests leave the Venue quietly and that no disturbance is caused to local residents or business as a result of the departure of Guests from the Event at any time; and that all Guests leave the Venue no later than 15 minutes after scheduled end of the Event.

6.0 Right of Entry & Good Order

6.1 The right of entry to all parts of the Venue is reserved at all times to Feld & Co and its officials and employees and any other persons authorised by it.

6.2 The client shall be responsible that good order is kept in the Venue and Feld & Co reserves the right to terminate any Event not properly conducted.

6.3 The assessment of the conduct of an Event rests with the Duty Manager and she/he has full authority to act on behalf of Feld & Co. 6.4 The client must conduct themselves in a responsible manner with due considerations to any other Guest, Venue staff or their agents, visitors or members of the public

6.4 The client must conduct themselves in a responsible manner with due considerations to any other Guest, Venue staff or their agents, visitors or members of the public

6.5 The client and their Guests must refrain from any behaviour, which would bring the Venue into disrepute or cause discomfort/risk to others.

6.6 Feld & Co has a policy regarding smoking. There shall not be any smoking permitted in or outside its premises.

6.7 The client has an obligation to tell all Guests about these terms and conditions, to give them details to ensure that they comply with them. It is a condition of the Booking that the client accepts the terms and conditions and has made all Guests who are party to the Event be made aware of them. Each Guest must individually comply with the terms and conditions. The Venue will enforce the terms and conditions against Guests individually where relevant.

7.0 Food and Beverages

7.1 The sale and or supply of alcohol on events of under 75 people is permissible for periods of no more than 4 consecutive hours. BYO is permissible in private events.

7.2 In events where alcohol is supplied or sold to guests of events under 75 people an RSA Certificate of the vendor or person serving the alcohol must be given to Feld & Co at least 7 days prior to the commencement of the event.

7.3 Feld & Co permits clients to bring their own food on to the premises

8.0 Event Amendments

8.1 Any changes to the times of the Event must be requested before a booking is confirmed. Extensions to hire times incur additional charges. No variation in times will be permitted once an Event has started.

8.2 Feld & Co reserves the right to refuse any request to increase party size; if this results in a cancellation, the below cancellation policy still applies.

8.3 Any additional services provided by Feld & Co will incur the relevant fees.

9.0 Purpose of the Event

9.1 The client must fully and fairly represent the purpose for which the Venue is required. Any misrepresentation may result in cancellation of the Event at any time by Feld & Co. Under no circumstance may the client sub-let further or offer for hire of the Venue booked.

9.2 Planned sponsorship of the Event must be fully disclosed prior to the booking and will be allowed only with the full agreement by Feld & Co and as stipulated in the Venue Hire Agreement.

10.0 Publicity and Media

10.1 The client will not disclose to any third party the existence of any contract into which it enters with Feld & Co and will not authorise the use of the name "Feld & Co" or any of its intellectual property in any publication whether electronic or in hard copy other than in connection with the production, circulation or distribution of advertising or publicity material for the event which shall for the avoidance of doubt require Feld & Co's consent in accordance with the section 10.1 of these terms and conditions

11.0 Cancellations

11.1 All payments to Feld & Co in respect of an Event are non refundable and will be transferred to a cancellation fee in the Event of a full or partial cancellation or postponement.

11.2 In the Event of a full or partial cancellation of a confirmed booking by the client any additional charges which have or will be incurred by Feld & Co in respect of the booking will be charged to the client.

11.3 If a confirmed booking is postponed, transfer of the deposit against cancellation fees may be agreed upon at the sole discretion of Feld & Co.

11.4 Feld & Co properly and reasonably reserves the right to cancel or terminate wholly or in part any booking at any time for any reason including but not limited to the following:

11.4.1 If the client becomes bankrupt or insolvent or enters into liquidation or receive-ship.

11.4.2 If the client is more than 14 days in arrears in respect t of payments due to the Venue in respect of previous or current bookings or parts thereof.

11.4.3 If the booking might, in Feld & Co's reasonable opinion, prejudice the reputation of the Venue or Feld & Co.

11.4.4 If the behaviour of the Client or Guests (whether as individuals or as a group) is deemed by the Venue to be unacceptable. Partial termination could result in a number of Guests being asked to leave the Venue.

11.4.5 If the activity of the Client or Guests (whether as individuals or as a group) breaches Fire/Health and Safety or any legislation in any way or seemed unsafe for staff, performers or public.

11.4.6 Any such amendment/cancellation/termination shall be without prejudice or any right of action of the Venue or Feld & Co in respect of non-payment or any breach of the terms and conditions.

11.5 Force majeure: If, due to an event beyond its control Feld & Co is (in its opinion) unable wholly or substantially to perform its obligations to a client the Venue will promptly notify client accordingly and will refund any deposit or other prepayment to it in respect of the Booking, to the client.

12.0 Client's Responsibility

12.1 To the fullest extent permitted by law Feld & Co shall not be liable for: any damage to the property of the client and their guests. Any inconvenience or loss caused to any party of the client or their guests. Any inconvenience or loss caused to any party as a result of cancellation or termination under section 11. The Venue does not exclude or limit it's liability for death or persons injury caused due to its negligence.

12.2 For ticketed public events appropriate insurance cover should be obtained by the client to indemnify the Venue against claims, which may be made against it in respect of loss or damage that the Venue may suffer. Such insurance should also cover risks of bodily injury or death to the client, guests, their servants, contractors, agents or licensee and members of the group or any third parties. This excludes any such loss, damage, injury or death as my be caused by the act, default or negligence of Feld & Co.

12.3 If insurance is deemed necessary the client will provide Feld & Co on request full details of any insurance obtained.

12.4 The client and their guests are responsible for wilful or negligent loss and/or damage to Venue furniture and equipment. Any costs of making good any damage will be charged to the client.

12.5 Any costs incurred by Feld & Co due to failure by the client to adhere to the terms and conditions of the Venue Hire or the Venue Hire Agreement - including but not limited to: overrunning of the venue, requirement for extra staff, requirement of additional cutlery, crockery, glassware, furniture etc - will be invoiced to the client.

12.6 All furniture and equipment including cutlery, crockery and glassware has been inventoried and may not be transferred to any other area other than the area hired under the Venue Hire Agreement. 12.7 Rules, regulations, technical advice or other requests reasonably made during the running of an event by the Duty Manager of Venue staff should be adhered to.

If you have any further questions or enquires about the terms and conditions contact Trin - trin@feldandco.com

Thank you.

ESSENTIAL NOTES:

- Please discuss any requirements with us at the time booking such as guest numbers, catering, drinks etc.
- Please remember that you must leave the venue as you found it, cleaning fees may apply

- All exits must be kept clear of obstructions

Public Liability

We provide public liability insurance of \$20,000,000

Free Parking and Public transport

There is a limited amount of free parking directly in front of the venue. A bus stop in front of the site is available on Marmion Street. Where possible we try to encourage our patrons to use public transport on offer. Events/ Workshops/ Photoshoots that are booked during the hours of Tuesday - Saturday please make sure that Little Leaf Co (our lovely neighbour) have at least three car spots for their clients.

Cleaning

Included in the price is standard cleaning fee. All rubbish, food, personal items must be removed off site by the event organiser within the time allocated. An additional cleaning fee will be involved to event organiser to remove any left rubbish, food and personal items. This includes the cleaning of the oven and any kitchen facilities used.

Additional items (Tables, Chairs, Bar/Coffee Cart)

All additional items included in your package will be ready for you when you arrive. Please use the floor plan to direct where you would like items placed in the space. These items are only to be moved by the Venue staff.

Clean Up after Event with additional items and storage room (Tables, Chairs, Bar/Coffee Cart)

Please leave items and do not place back in storeroom - as a part of the service it is Feld & Co's duty to move any items belonging to Feld & Co. Used glassware however, is to all be collected and placed in the kitchen area. Kitchen facilities must be cleaned and returned to condition prior to use. Including cleaning oven, fridges, sink, benches and the microwave

Storage Room

We do have a storage room where all our furniture and equipment is held; this is a STAFF ONLY area and no one is to enter the storage room and get extra furniture or remove any items from this room. All furniture and equipment not in the main space when you arrive which has been arranged prior is not to be taken from the storage room and used for events (unless authorised prior)

Cancellation Policy & Securing Booking

BOOKING WILL NOT BE SECURE UNTIL DEPOSIT RECEIVED AND BOOKING FORM COMPLETE WITH TERMS AND CONDITIONS AGREED. DEPOSIT IS NON-REFUNDABLE

Special Terms:

AGREEMENT TO TERMS AND CONDITIONS

I _____ have read and understood the terms and conditions and agree to abide by them

Name:

Signed:

Date:

Thankyou !!!

From the bottom of our hearts we thank you for choosing and supporting Feld & Co to hold your event, workshop or content creations

All the best

Trin and Donna xo

