

Function Booking Terms & Conditions

Effective July 2026 | Assembly, The People's Pub | Please retain a copy with your booking proposal.

1. Application and acceptance

These terms apply to function and group bookings at Assembly ("Assembly", "we", "us" or "our"). The person or organisation making the booking ("Client", "you" or "your") confirms they are authorised to accept these terms for the booking.

A booking is confirmed only when Assembly has issued written confirmation, received the required deposit in cleared funds and the Client has accepted these terms. Paying the deposit, approving the proposal or instructing Assembly to proceed constitutes acceptance.

2. Booking proposal

The proposal or confirmation will specify the event date, booking time, reserved area, estimated guest numbers, package selections, minimum spend, deposit, payment deadlines and any special conditions.

If the proposal expressly varies these terms, the proposal takes priority for that booking. Prices include GST unless stated otherwise.

3. Deposit and confirmation

The required deposit will be stated in the booking proposal. For Peak Period bookings to which a minimum spend applies, the deposit is 50% of the agreed minimum spend unless Assembly agrees otherwise in writing.

The deposit is credited toward the final account and is not an additional charge. A reservation remains provisional until payment is received. Assembly may release it if payment is not received by the stated deadline.

4. Peak Period

The "Peak Period" runs from 1 November to 1 January inclusive.

During the Peak Period, a minimum spend applies to bookings between 12 pm–3 pm or 5 pm–late where the booking is for three hours or more, or for 30 guests or more.

No minimum spend applies to bookings finishing before 12 pm or held between 3 pm–5 pm. Minimum spends at other times or outside these conditions are assessed case by case and confirmed in the booking proposal.

5. Minimum spend

A minimum spend is the minimum amount payable for the reserved space and booking period. It is not reduced because fewer guests attend, guests arrive late or leave early, less is ordered, the event finishes early at the Client's request or part of the reserved area is unused.

Eligible food and beverage purchases during the booking count toward the minimum spend unless the proposal states otherwise. Venue hire, equipment, entertainment, security, staffing and other charges do not count unless expressly included. Any shortfall is payable as a venue charge.

6. Final numbers, pre-orders and payment

Final guest numbers, menu selections and dietary requirements must be provided no later than 48 hours before the event. The remaining estimated balance is also due 48 hours before the event unless the proposal states otherwise.

The final charge is based on the greater of the confirmed final guest number, the number attending or the agreed minimum spend. Reductions after the deadline do not reduce the amount payable. Reasonable increases may be accepted subject to capacity, stock and staffing.

Additional purchases and approved charges incurred during the event must be paid before departure. Any refund due after reconciliation will be processed within a reasonable period.

7. Cancellation by the Client

Cancellations must be made in writing and take effect when received by Assembly. Because Assembly reserves capacity, arranges staff and stock and may decline other business, the following charges are intended as a reasonable estimate of likely loss.

Standard bookings

- **More than 30 days:** deposit refunded, less reasonable non-recoverable costs already incurred.
- **15–30 days:** up to 50% of the agreed minimum spend or estimated booking value.
- **8–14 days:** up to 75% of the agreed minimum spend or estimated booking value.
- **7 days or less, or non-attendance:** up to 100% of the agreed minimum spend or estimated booking value.

Peak Period bookings

- **More than 60 days:** deposit refunded, less reasonable non-recoverable costs already incurred.
- **31–60 days:** up to 50% of the agreed minimum spend or estimated booking value.
- **15–30 days:** up to 75% of the agreed minimum spend or estimated booking value.
- **14 days or less, or non-attendance:** up to 100% of the agreed minimum spend or estimated booking value.

Amounts paid are applied toward the cancellation charge. The charge will not exceed Assembly's reasonable loss. Assembly will account for reasonable costs avoided and net revenue recovered if the space is rebooked, and refund any remaining balance.

8. Changes and postponements

Changes to the event date, time, area, package or format require Assembly's written approval and are subject to availability. Payments may be transferred to an approved replacement date on conditions advised by Assembly. If no suitable date is agreed, the request is treated as a cancellation. A material reduction in numbers, duration, space or value may be treated as a partial cancellation; the original minimum spend remains payable unless otherwise agreed in writing.

9. Weather-dependent areas

Outdoor and beer garden bookings are weather dependent. Assembly may relocate a booking where reasonably necessary because of weather, safety, operations or capacity. If Assembly cannot provide the booked services or a reasonably suitable alternative, it will offer an appropriate remedy, which may include rescheduling, credit or refund of the affected amount.

10. Food, dietary requirements and allergens

Dietary requirements and allergies must be advised by the final confirmation deadline. Assembly will take reasonable care but cannot guarantee food is completely free from allergens where products are prepared in kitchens handling common allergens. Guests with serious allergies should speak directly with Assembly before ordering. External food and beverages require prior written approval, except approved celebration cakes.

11. Responsible service and guest conduct

Responsible service of alcohol requirements apply. Assembly may refuse service, remove a guest or end an event where reasonably necessary because of intoxication, unlawful conduct, harassment, violence, unsafe behaviour, property damage or failure to follow reasonable staff directions. The Client remains responsible for agreed minimum spend and other charges, subject to applicable law.

12. Damage and external suppliers

The Client is responsible for reasonable costs arising from loss, damage or additional cleaning caused by the Client, guests, contractors or suppliers, excluding fair wear and tear. Entertainment, decorations, equipment and external suppliers require prior written approval and must comply with venue, legal and safety requirements.

13. Events outside reasonable control

Neither party is liable for failure to perform to the extent prevented by an event outside its reasonable control. The affected party must notify the other promptly and minimise the impact. If Assembly cannot provide the booking, the parties will first seek a suitable alternative date, credit or service. If no reasonable alternative is available, Assembly will refund amounts paid for services not supplied, less any amount it is legally entitled to retain.

14. Changes or cancellation by Assembly

Assembly may make reasonable operational changes where the overall service remains substantially equivalent. If Assembly cancels for reasons not caused by the Client and cannot provide a reasonably suitable alternative, it will refund amounts paid for services not supplied. Liability for indirect or consequential loss is excluded only to the extent permitted by law.

15. Australian Consumer Law

Nothing in these terms excludes, restricts or modifies a consumer guarantee, right or remedy that cannot lawfully be excluded under the Australian Consumer Law or other applicable legislation.

16. Notices and governing law

Important notices, changes and cancellations must be sent to the email address specified by Assembly. These terms are governed by the laws of the Australian Capital Territory, and the parties submit to the jurisdiction of its courts and tribunals.

Important: The booking proposal records the commercial details that apply to your event. Please read both documents before paying your deposit.