



# FUNCTIONS & EVENTS

## TRAPT BAR & ESCAPE ROOMS

The Basement, 377 Lonsdale St Melbourne VIC 3000

+613 9077 7941 • [bookings@trapt.in](mailto:bookings@trapt.in) • [www.traptmelbourne.com.au](http://www.traptmelbourne.com.au)

### WHY GET TRAPT FOR YOUR NEXT TEAM EVENT?

TRAPT is the only dedicated Bar and Escape Room venue in Melbourne's CBD and the perfect place for team-building events, recruitment, corporate functions or any other occasion. Step into our prohibition speakeasy bar and puzzle your way through our infamous escape room experiences.

TRAPT escape room experiences are an ideal opportunity for colleagues to test their boundaries in a fun environment. The underlying skills required to succeed at TRAPT closely resemble those of a corporate environment: navigating uncertainty, meeting deadlines, communicating and working closely together as a team.

Since 2014, we have worked with hundreds of business from across Australia. Our team will work with you to create your perfect event. Whatever you need, we will do our very best to make it happen.

### FAQS

**Capacity:** Please contact us to discuss.

**Private Venue Available:** Yes, except for Friday Evenings and Saturdays. Additional venue hire costs may apply. Please ask us for details.

**Beverage Packages:** Available for functions of 20+ people. For groups of less than 20 people, bar tabs are available. Please refer to our Functions Package for more info.

**Food Packages:** Canapés are available for functions of 20+ people. Orders must be made 7 days ahead of the event with our partner, DevourIt who invoice directly. Please refer to our Functions Package for more info.

**Can we order pizza?** You can arrange for our neighbour, +39 Pizzeria, to deliver pizzas to your event at TRAPT. Please refer to our Functions Package for more info.

**Can all escape experiences commence at the same time?** Unfortunately, unless you are making an out of hours booking, we are unable to start all experiences at the same time. This is due to the impact on bookings for the remainder of the day. Guests are welcome to enjoy a drink in the bar before commencing their experience.

### BENEFITS

**Fun, Inclusive Team Bonding**

**Unique Experience**

**Speakeasy Bar Onsite**

**No Planning Required**

**Convenient CBD Location**

**Public Liability Insurance**

### WANT TO GET TO KNOW YOUR TEAM BETTER?

You can use TRAPT experiences to assess your team!

### OBSERVABLE SKILLS

**Problem Solving**

**Critical Thinking**

**Communication**

**Working Under Pressure**

**Leadership**

**Planning**

**Dealing with Uncertainty**



PHOTO CREDIT : GARETH SOREY  
PHOTOGRAPHY & THE URBAN LIST



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### ESCAPE ROOM EXPERIENCES

TRAPT features 6 escape room experiences, the Wayward Wizard rooms fit groups of up to 5, Cave In and Circus up to 6, SPACE and Oz up to 8. The rooms run once every 65 Minutes, with 15 minutes for briefing, debriefing and reset. See our website or email for running times.

#### CAVE IN

UP TO 6 PLAYERS

#### WAYWARD WIZARD NORTH

UP TO 5 PLAYERS

#### SPACE

UP TO 8 PLAYERS

#### UNDER THE BIG TOP

UP TO 6 PLAYERS

#### WAYWARD WIZARD SOUTH

UP TO 5 PLAYERS

#### RETURN TO WONDERLAND

UP TO 8 PLAYERS

### CORPORATE EXPERIENCE PRICING

For corporate bookings, we recommend team sizes of no less than 5 - 8 people. Our escape experiences can accommodate 32 people in a single cycle (every 90 minutes).

#### MONDAY-THURSDAY

TEAM OF 4	TEAM OF 5	TEAM OF 6
\$220	\$250	\$300

TEAM OF 7	TEAM OF 8
\$350	\$400

#### FRIDAY- SUNDAY

TEAM OF 4	TEAM OF 5	TEAM OF 6
\$236	\$275	\$330

TEAM OF 7	TEAM OF 8
\$385	\$440

All prices are per team for a 50-minute experience and are inclusive of GST.

Prices exclude food and beverage offerings. For more information on Food and Beverage Packages refer to our Function Pack.



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### SAMPLE RUNNING SHEET

Sample Running Sheet for a Corporate Team Bonding activity for a Team of 38.

#### 4.35PM Event Commencement

All guests can enjoy the bar

*OPTIONAL:*

Bar tab can be opened

**5.20PM Team 3  
Commences Escape Rooms**  
SPACE

**5.05PM Teams 1 & 2  
Commence Escape Rooms**  
Cave in and Wonderland

**5.55PM  
Teams 1 & 2 Complete Escape  
Rooms**  
**Team 6 Commences Escape  
Room**  
Under the Big Top

**5.40PM Teams 4 & 5  
Commence Escape Rooms**  
Wayward Wizard North & South

**6.10PM Team 3  
Complete Escape Room**

*OPTIONAL:*

Commence Bar Package:  
2 Hr (also available in 3hr, 4hr)

**6.30PM Teams 4 & 5  
Complete Escape Rooms**

Commence Food Package or  
Food Service of +39 Pizzas

**6.45PM Team 6  
Complete Escape Room**

#### 8.45PM Formal Event Concludes

Guests are welcome to stay  
and enjoy the bar



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### TERMS & CONDITIONS

We want you to have a great experience planning and organizing your function with us and a fantastic time during your event so here are a few things to keep in mind.

#### TENTATIVE BOOKINGS

Due to high demand, tentative bookings are not available. TRAPT requires full payment to confirm a booking. By making a payment, you agree to our terms and conditions.

#### MINIMUM SPEND

For full venue hire, TRAPT reserves the right to apply a minimum spend where the bar and lounge is specifically allocated for a function. This amount will be outlined upon email booking confirmation where applicable.

#### CANCELLATIONS

For full venue hire, cancellations within 14 days of the booking date will result in forfeit of a 10% deposit (unless other determined by management). Once TRAPT has been able to re-allocate that booking date to another function/event, the deposit may be refunded.

Further pre-payments are refundable less any costs incurred by TRAPT before the booking was cancelled (i.e. catering costs).

#### PAYMENT

Full payment for Drinks Packages must be made upon arrival at your function/event unless prior arrangement has been made with management and confirmed in writing. If paying in advance, all funds must be cleared 48 hours prior to the function being held. Payments can be made online or via direct bank deposit.

Payments for Food Packages and Pizzas are to be settled with our suppliers directly. Please refer to their terms and conditions for cancellation and refund policies.

#### DURATION

TRAPT is licensed from 12pm until 1am however all functions and events will end no later than 12:30am and any functions earlier will not be permitted alcohol until after 12pm.

#### TRAPT MAY END A FUNCTION OR EVENT EARLIER FOR THE FOLLOWING REASONS

- Responsible Service Alcohol (RSA) not being adhered to
- Function naturally winding up
- Safety concerns
- At the manager's discretion

#### DECORATIONS, DISPLAYS AND SIGNAGE

All clients are welcome to decorate the function area. The client and/or organisers are financially responsible for damage caused to TRAPT property.

#### RESPONSIBLE SERVICE ALCOHOL (RSA)

TRAPT Management is required by law to obey government restrictions on the responsible service of alcohol.

It is TRAPT management, staff and security responsibility to monitor the supply of alcohol and insure guests are not intoxicated. The function or event may be terminated and deposit forfeited if the following laws are being breached by any guest:

- Supplying liquor to a minor
- Supplying liquor to a person who has been cut off
- Any anti social behaviour towards other guests, patrons or staff
- Any destruction of property
- Any guest refusing to leave when requested
- All other relevant legislation

We encourage the host to work with our management, staff and security to ensure all guests not only have a good time but also make it home safely.

#### CLIENT LIABILITY AND RESPONSIBILITY

The person(s) or organisation listed as the Client shall be liable for all the costs and charges as a result of the agreed booking. The Client is required to inform all relevant persons involved in the organising of the event/function of the terms and conditions. It is understood that the Client will be responsible to ensure the orderly manner of their guests. TRAPT reserves the right to exclude or eject any person from the event or function or premises without liability.

#### LOSS OR DAMAGE TO TRAPT PROPERTY

The Client and/or organisers are financially responsible for ANY damage or breakages sustained to TRAPT and/or equipment owned by, sub hired or supplied by TRAPT, by the client, organisers, guests or any other person attending the function or event. TRAPT will not accept any responsibility for the damage or loss of items prior to or after the function.

#### MINORS

Please keep in mind that we are a licensed venue and minors can only be on the premises and attend private functions if a responsible adult, who is either their parent or legal guardian, accompanies them. The venue would have to be notified prior to the event of any minors attending. The minors are not allowed to consume alcoholic beverages. The venue has the right to turn away any guest of a private function at the door if they don't provide a valid ID upon request, so please ensure everyone has their identification with them.

#### SECURITY

A security charge and bond may apply for some functions and events. In the case of security being required at a function or event, the cost of contracted security will be borne by the client.



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### EVENT PLANNING SHEET

Use this page to plan your own event. Print as many as you need.

Start / Arrival Time: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_

Team:

Team Members:

- |    |     |
|----|-----|
| 1. | 7.  |
| 2. | 8.  |
| 3. | 9.  |
| 4. | 10. |
| 5. |     |
| 6. |     |

Experience:

Team:

Team Members:

- |    |     |
|----|-----|
| 1. | 7.  |
| 2. | 8.  |
| 3. | 9.  |
| 4. | 10. |
| 5. |     |
| 6. |     |

Experience:

Additional Notes: \_\_\_\_\_

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