

# terms & conditions

## ~ confirmation of booking ~

All reservations must be confirmed in writing and be accompanied by a security deposit of twenty percent (20%) of the estimated charges, or the room hire fee, whichever is greater. If security deposits are not received Management reserves the right to cancel the tentative booking.

An additional fifty percent (50%) of the estimated charges is due and payable no less than twenty one (21) days prior to the event.

The balance of the event charges is required on the date of the event unless credit arrangements have been made with the Club.

Late payments will be charged at 18.00% per annum.

## ~ guaranteed numbers ~

All private function quotations are based on a minimum number of guests. If numbers fall by five percent (5%) or more, from the original numbers quoted upon, additional charges will be incurred.

An approximate number of guests is required two weeks prior to the event.

A guaranteed number of guests is required three (3) full working days prior to the event.

This will be considered the final numbers for catering and charging. Additional guests will only be accommodated where possible at the discretion of management.

## ~ cancellation ~

**Cancellations of confirmed events by you must be received in writing and will be subject to the following:**

### **Ninety (90) days prior to event:**

No cancellation fee will be incurred and security deposit will be fully refunded.

### **Sixty to eighty-nine (60-89) days prior to event:**

Providing the space is subsequently re-sold, no cancellation fee will be incurred. Security deposit will be fully refunded.

### **Thirty one to fifty nine (31-59) days prior to event:**

No refund of the security deposit will be made.

### **Four to thirty (4-30) days prior to event:**

A cancellation fee of forty percent (40%) of the total projected revenue will apply.

### **Three (3) days or less prior to event:**

A cancellation fee of one hundred percent (100%) of the estimated charges will apply.

### **Outside Services:**

The client will be responsible for the sum total of charges for any outside services booked by the Club, on the client's behalf, and cancelled within thirty (30) days of the event.

Cancellations of confirmed events by the Club will be subject to the following conditions:

A refund of deposit(s) to the client

The Club shall not be liable for any consequential loss or damage arising out of a cancellation;

The Club will extend full co-operation to finding an alternative event time or venue.

menus for every occasion  
*Catering*

~ insurance ~

The Club takes no responsibility for damage or loss of goods to any equipment or merchandise left in the Club, prior, during, or following the event. Organisers should arrange their own insurance as appropriate.

~ damage ~

Clients are financially liable for any damage sustained to the Club property or fittings, whether through their actions, the actions of their guests, or the actions of their contractors or sub-contractors.

~ displays and signage ~

No items are to be nailed, attached, pinned, screwed or glued to the walls of any area of the venue unless otherwise approved by Management.

~ compliance ~

Clients will be responsible for ensuring the orderly behaviour of their guests. The Club Management reserves the right to intervene when necessary.

~ beverage licence ~

Under Liquor Licensing Laws the Club has an obligation to ensure that patrons do not become intoxicated, disturb the neighbourhood, or in certain locations within the Club be under the age of 18. We require your assistance to ensure our obligations are not breached.

~ food and beverage ~

No food or beverage may be brought into the premises for consumption during the event, unless approved by the Club in writing. Food served at a function is for consumption on Club premises during the function. In accordance with the Clubs food safety policy, no food is to be removed from Club premises.

~ room allocation ~

The Club reserves the right to assign an alternative room or venue for the function due to circumstances required in the opinion of the Club. If final numbers decrease or increase significantly from those advised at the time of reservation, the Club may substitute a more appropriate room or venue of our choice. Any changes will be discussed with the client.

~ time extension ~

A labour charge of \$350 will apply for each additional hour or part there of, where a function continues after 1am, unless prior arrangements have been approved.