



Terms & Conditions

Tentative Bookings. Unfortunately due to the popularity of our function facilities tentative bookings are not held at the Club. We will attempt to contact you should a new enquiry be made for the same date however we strongly encourage you to confirm your booking with a deposit to allow for security of the date & facilities.

Confirmation/Deposit. Confirmation of a booking must be made with a financial deposit. A deposit (amount to be determined by the Function Manager) can be made by cash, Bankcard, MasterCard, Visa or direct deposit. Unfortunately we do not accept cheques, American Express or Diners Club. The Terms and Conditions must also be signed and returned to complete the booking process.

Payment. It is required that full payment for **all** services is made twenty – one (21) days prior to the day of the function. **Room Hire** must be paid within fourteen (14) days of the date the Room Hire Invoice is issued. The Club accepts cash, Bankcard, MasterCard, Visa or direct deposit. Unfortunately we do not accept cheques, American Express or Diners Club.

Guaranteed Numbers. A guaranteed number of guests attending the function are required twenty –eight (28) days prior to the event. As the Club orders product in specifically for your event any decrease in numbers within fourteen (14) days will be charged at full price. Should numbers increase within fourteen (14) days please speak with the Function Manager to ensure we can facilitate this.

Final details. To ensure your requirements are met it is necessary to receive final details of your function schedule and menu selection at least twenty – eight (28) days prior to your function. This includes, but is not limited to, beverage selection, floor plan, theming / decorations selection, entertainment and catering.

Cancellations. In the event of the confirmed function not taking place full reimbursement of deposit will only be given, provided written notice is given days prior to the function commencement date. Less than this time the deposit paid will be withheld.

Decorations/Signage. A detailed list of all decorations must be given to the Function Manager for approval prior to the function. Under no circumstances are items / decorations to be nailed, screwed, stapled or adhered to walls, doors or any other surfaces in any way unless approved by the Function Manager. (Damage fees may apply). A safety step or ladder must be used for any high decorations; under no circumstances are any other objects to be used.

Entertainment. Entertainers or entertainment may be permitted upon approval by the Function Manager. Volume levels will be at the sole discretion of the Manager on duty.

Other functions. Club Management reserves the right to book another function in the same area up to two (2) hours before and after the scheduled function commencement and departure time.

Consumption. No food or beverages of any kind will be permitted to be brought into the Club for consumption at the function by the client or any guests. Birthday cakes may be permitted upon approval by the Function Manager.

Bar account. Where a bar account is to be run a **credit card authorisation** must be completed when final payment for catering is made to settle any outstanding monies at the conclusion of the event.

Bar service. Due to our licensing regulations, alcohol service will cease at 11:30pm. Guests are required to vacate the Club premises by 12:00pm. The Pavilion Hall may only commence alcohol service after 4:00pm.

Public Holidays There is a 30% surcharge placed on Room Hire and a 10% surcharge on all food.



Compliance & Responsible Service of Alcohol. Clients are expected to conduct their function in an orderly manner in full compliance with the Club Management and with all applicable laws. Management reserves the right to intervene where they see fit and exercises its right to refuse entry. We practice Responsible Service of Alcohol at all times and reserve the right to refuse service of alcohol to any persons. No alcohol is permitted to be taken off the premises under any circumstances. We are not licensed for BYO.

Sign in policy. Under the QLD Liquor Act 1992, all persons attending the Club will be required to sign in at the Club's reception area (excluding the Pavilion Hall). Reciprocal members have full access to all facilities, as per the reciprocal rights agreement. Minors are not required to sign in, although they must be accompanied by a responsible adult at all times.

Minors. As part of our Club Licence, minors are only permitted in certain areas of the Club. All minors must be accompanied by a parent or legal guardian. A minor is defined by law as any persons under the age of 18 years of age. If a minor is found consuming alcohol they will be removed from the premise immediately. Minors are required to vacate at 10:00pm unless permitted on approval by the Function Manager.

Smoking. Is only permitted in Designated Outdoor Smoking Areas (DOSAs). Smoking is not permitted on the balcony of the Garth Andrews Corporate Room.

Conditions. Where the Function Manager sees fit, functions in the Pavilion Hall will be required to have a security guard present through the duration of the function, charged to the client. The Club does not host birthdays for ages 25 and under. This policy has been put in place by the board of directors and is strictly adhered to. All functions requiring access to the bar must purchase food from the Club during the function. This food condition may also apply to other functions where the Function Manager sees fit.

Prices. Prices will be confirmed with final details. Every endeavour is made to maintain prices as printed but they are subject to change without notice due to any changes in or imposition of government charges, taxes, levies or other service charges.

Damages. Clients are liable for any damages whether through their own action or through the action of their guests.

Responsibility. The Club will not accept any responsibility for damaged or loss of merchandise, or equipment left in the Club prior, during or after the function. Clients should arrange their own insurance.

ACCEPTED BY THE CLIENT:

Client Name

Client Signature

Date

Any oral advice given on any matter is based on the best intention and information available at the time as a service, but is indicative only. Under no circumstances should oral advice be acted upon without written confirmation.



CREDIT CARD AUTHORISATION FORM

Today's date: / /

Amount to be Charged : \$

Name:

Phone Number:

Email*:

Name of Function:

Function date: / /

Credit Card Details

Please tick:

Visa Master Card Bank

Credit Card Number:

Expiry Date: /

Name on Card:

Cardholder Signature:

*Receipt will be emailed to this email address once processed.

Please complete the Credit Card Authority if you wish to run a bar tab for your event.