



# EVENT TERMS AND CONDITIONS

## 1. Confirmation

We will hold your tentative booking for 7 days, If you cannot confirm your booking within that time the room may be re-booked. To secure your booking a deposit of \$100 is required.

## 2. Cancellation

If you cancel the function after your deposit has been paid, we regret that we are unable to refund the deposit paid.

## 3. Payment

Full settlement of your account is required 7 days prior to the function. Refer also to clause 7.

## 4. Guaranteed Numbers

We require final guest numbers **10 days prior to your function**. Should no final confirmation be received the function may be cancelled. Refer also to clause 7. To achieve the highest possible standards of service we ask for confirmation of all relevant details of the function at least 30 days prior to the event. To make your event a success, we need information such as room set-up, menu selection, beverage and entertainment requirements, estimated number of guests, duration of function and any special requests or equipment required. We cater for any special dietary requirements and childrens meals, so please advise us of this information at that time. Refer also to clause 7.

## 5. Price Variation

We guarantee a function quotation for a period of three months. While we endeavour to maintain all prices printed, to meet rising costs we may have to make changes at our discretion.

## 6. Food and Beverage Policy

The Goulburn Soldiers Club is a fully licensed establishment and is restricted from allowing guests to bring liquor or food onto the premises. We do not allow left over food to be taken off the premises (Refer to "Left over Food Policy", included in this information pack). In standing with the Responsible Service of Alcohol, the Goulburn Soldiers Club reserves the right to refuse service to any intoxicated or under age guest.

## 7. Responsibilities

The client will be financially responsible for any damages or loss sustained. The Goulburn Soldiers Club does not accept any responsibility for damages or loss of property and equipment during or after the event.

*If confirmation of all relevant function details including final numbers and payment is not received within the specified time frame, the function may be cancelled at the discretion of management.*

## 8. Fire and Safety

The use of any open flame, cooking equipment, pyrotechnic devices, smoke machines or similar is NOT permitted for use in any of the Function Rooms throughout the Club. If any such item is used and the fire alarms are activated the fine imposed upon us by the Fire Department will be your responsibility.

## 9. Signage and Decorations

Any items of signage or decorations or similar being adhered to walls, roof or windows must seek approval of the club prior to the function.

## 10. 21st Birthday Parties and Under 18's Functions

21st Birthday Parties and under 18's Functions (eg School Functions, Formals & Parties) must have security guards present at the functions - please discuss pricing and ratios with the Functions Co-Ordinator.

## 11. External Catering

Under no circumstances do we permit any external catering, including chips, biscuits, dips, nuts & lollies to be brought into the Club. If these items are required they can be provided by our Caterers, please see the Functions Co-Ordinator for further information. Celebration cakes are an exception.

## ACCEPTANCE

**I have read and understood the above terms & conditions and agree to comply.**

Function Name: \_\_\_\_\_

Function Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ P/Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only: \$100 Deposit Received on \_\_\_\_\_ Receipt No \_\_\_\_\_