

GOULBURN SOLDIERS CLUB

EVENT TERMS & CONDITIONS

Phone: 02 4821 3300

www.goulburnsoldiers.com.au



- 1 Confirmation & Cancellation** – Tentative event bookings can be held for up to 7 days, to secure a booking an Event Terms & Conditions Form must be completed, signed and returned along with a \$100 confirmation deposit. This does NOT apply to Wakes. If you cancel your event at any time, your deposit becomes non-refundable, if you cancel within 5 days of your event, you are accountable for 50% of the catering costs.
- 2 Payment** – Full settlement of your account is required up to 7 days prior to your event.
- 3 Details & Final Numbers** – Final guest numbers are required 10 days prior to your event. To achieve the highest possible standards of service and to make your event a success, we need information such as estimated number of guests, duration, room set-up, menu selections including dietaries and children's meals, bar/beverage requirements and entertainment details at minimum 30 days prior to your event. If confirmation of all relevant event details including final numbers and payment is not received within the specified time frame, the event may be cancelled at the discretion of management.
- 4 Price Variation** – A function quotation is guaranteed for a period of three months. While we endeavour to maintain all prices printed, to meet rising costs, changes may be made at our discretion.
- 5 Food & Beverage Policy** – The Goulburn Soldiers Club is a fully licenced establishment and is restricted from allowing guests to bring liquor onto the premises. 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. Under no circumstances do we permit any external catering, including chips, biscuits, dips, nuts & lollies to be brought onto the premises. These items can be provided by our caterers, please see our Events Coordinator for further information. Celebration cakes and lolly buffets are an exception to this rule.
- 6 Private Events, Minors & Alcohol** – The Goulburn Soldiers Club is a fully licenced premises and there are stiff penalties for the Club, it's staff and you for allowing minors to consume alcohol on the premises. If you or your guests break the law by providing alcohol to a minor you will have your membership suspended and the event shut down immediately with no refunds given.
- 7 Left Over Food** – We prioritise the health and safety of our guests. To ensure compliance with food & safety regulations and to maintain the highest standard of hygiene, we do not permit guests to take left-over food from an event. This includes any food items that have been provided by the Club as part of the event catering.

- 8 Tabatinga Dine & Play** – Tabatinga is an unsupervised children's play area, if children attending your event visit Tabatinga, they must be supervised by an adult at all times whilst in the play area.
- 9 Property Damage & Loss** – The client will be financially responsible for any damages or loss sustained to the Club or it's property. The Goulburn Soldiers Club does not accept any responsibility for damages or loss to personal property before, during or after an event.
- 10 Fire & Safety** – The use of any open flame, cooking equipment, pyrotechnic device, smoke machine or similar is not permitted for use in any rooms throughout the Club. If any such item is used and the fire alarms are activated, the fine imposed upon the Club by the Fire Department will become the client's responsibility.
- 11 Signage & Decorations** – Any items of signage, decorations or similar being adhered to walls, roof or windows must seek the approval of the Events Coordinator prior to the event. Confetti, table confetti, table sprinkles, balloon sprinkles or glitter of any kind is prohibited in the Club. Use of any of these items will incur a cleaning fee.

ACCEPTANCE

I have read and understand the Event Terms and Conditions and agree to comply.
I am responsible for the event as noted here under:

Event Name: _____

Event Date: _____

Client Name: _____

Client Mobile No: _____

Client Email Address: _____

Client Residential/Mailing Address: _____

_____ PC: _____

Signature: _____ Date: _____

OFFICE USE ONLY

\$100 Confirmation Deposit Received on: _____ Rec No. _____