

Functions Terms & Conditions

1. Minimum Numbers

All event packages are priced on a minimum of 50 adult guests. If an event package is less than 50 adult guests, additional charges may apply. (see point 8)

2. Tentative Booking

A tentative booking may be placed at the absolute discretion of the Club and such a booking will be held by the Club for a maximum period of 7 days ('Tentative Booking Period').

Upon the expiry of the Tentative Booking Period, the Club may cancel the tentative booking without notice. The Club may also take enquiries regarding other bookings whilst a booking remains 'tentative' and/or unconfirmed.

3. Confirmation of Bookings

An event booking will not be considered 'confirmed' until a deposit of \$100 is received by the Club, and the Club may continue to take function enquiries until that occurs. The total amount owing for room hire must be settled fourteen (14) days prior to the Function date, unless by prior arrangement with the Club. **ALL ROOM HIRE, DECORATING, ENTERTAINMENT AND BAR CHARGES ARE PAYABLE TO THE CLUB.**

4. Menu Selection

Final menu selection is required at least fourteen (14) days prior to the event, unless otherwise agreed with the caterers. Any special meals, including those relating to specific dietary requirements, must also be identified and advised at this time. **ALL FOOD CHARGES ARE PAYABLE TO Bowest Enterprises Pty Ltd.** Catering is payable per head (or as negotiated with the catering managers).

5. Beverage Selection

Beverage selection is required at least fourteen (14) days prior to the function.

6. Final Numbers

Final numbers of guests in attendance at the event must be provided to the Club no less than fourteen (14) days prior to the event. Charges will be based on the final numbers supplied to the Club or the actual number of guests in attendance at the event (whichever is greater). Function bookings for fewer than 50 people may be accepted at the sole discretion of the catering managers.

All prices quoted may change up to two months prior to the function date, in which case the patron will be notified immediately in writing. Children aged 2-12 years of age are charged at half the adult price per head for the same menu. Children 13 years and over are charged at the full adult price per head.

7. Cancellation

Where cancellation occurs:

- More than 60 days notice prior to the event date, any deposit paid will be refunded.
- Between 59 days and 30 days prior to the date of function, the deposit will be forfeited.
- Between 29 days and date of function total room hire fee will be payable.

All cancellations **must** be made to the Club in writing.

8. Surcharges

If applicable, surcharges will apply to both room hire and food packages:

- A surcharge of 20% applies to all Sunday and Public Holiday functions (at management's discretion).
- A surcharge of 10% applies to room hire and catering prices if event numbers fall below 50 people (at management's discretion).

9. Final Payment

All owing costs must be paid to the Club fourteen (14) days prior to event date, or by the date as negotiated with management. Any additional charges incurred during the event must be paid at the event's conclusion.

Payment Methods

For Room Hire/Bar TAB/Decorations/ Entertainment

Direct Debit (Preferred Payment Method)

Name of Account: City of Wollongong Tennis Club

BSB: 012878

Account #: 202605681

For Food/Hospitality Charges

Cash/Bank Cheque/Money Order payable to:

Name of Account: Bowest Enterprises Pty Ltd

BSB: 062562

Account #: 1025-7639

Cash Payment: At office during office hours.

Cheque Payment: Must be received at least fourteen (14) days prior, either in person or sent to:
PO BOX 7065 Gwynneville NSW 2500

Eftpos Payment: At office during office hours. Please note: a 3% surcharge applies for all credit card transactions.

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10. City of Wollongong Tennis Club Sign In Policy

All guests attending an event at the Club are required to comply with the sign-in requirements prescribed by the *Registered Clubs Act 1976* (NSW) or any other State or Federal Legislation. Guests are required to produce identification as proof of address upon entering the Club.

Guests in attendance who reside within 5km of the Club are required to become a Club Member.

11. Minors

Persons under the age of 18 must be supervised by a responsible adult at all times.

12. Smoking

Smoking is not permitted inside the Club. Designated outside smoking areas have been allocated on the Club premises for your guests' convenience.

13. Additional Food and Beverage

Food and beverage items must only be bought from the Club. Items that have been sourced externally may not be brought on to the Club premises. Guests who do not comply with this requirement will be asked to leave the venue.

In accordance with Responsible Service of Alcohol (RSA) provisions, no function may be booked without the purchase of at least a basic finger food package.

14. Indemnity

As the Function Organiser, you are responsible for and must indemnify the Club for:

- Any breakages, loss, damage or defacing of Club property by any person attending the event that arises during the event;
- Any claim, liability or loss in respect of personal injury or the death of any person, or loss of, or damage to, any property (including property of the Club) arising out of, or in connection with, the event to the extent permissible by law.

The Club is not responsible for any items left at the facilities before, during or after the event.

15. Reporting to Manager on Duty

As the Function Organiser, you are required to report to Club staff on arrival and notify them prior to your departure so that the room can be inspected.

16. RSA

House Policy: 18th and 21st Birthday Parties

This Club is committed to serving patrons in a responsible, friendly and professional manner. Club staff are available to ensure that patrons consume alcohol responsibly, and where appropriate, avoid any incidents of drink-driving. Staff will not serve any person under the age of 18, nor any person to intoxication. Management encourages patrons to enquire about our extensive range of low and non-alcoholic drinks available, and our safe transport options.

The Club requires that one (1) Fully Licensed Security Guard be present for the duration of all 18th and 21st birthday parties. This must be arranged at the expense of the Function Organiser.

17. Room Hire Fees

Members \$300 / Non – Members \$330

Includes the following:

- Exclusive use of Function Room for 5 hours
- Room set to your preferred configuration
- Standard cleaning following your event*
- 1 x Bar attendant per 50 guests for 5 hours
- Public Address system with microphone

* Please note the following:

- Confetti/celebration scatters thrown across tables are not permitted.
- Candles as table decorations must be approved by management.
- Damage to Club facilities (including, but not limited to, graffiti, carpet stains, broken furniture and appliances) must be rectified or remunerated by the Function Organiser. This is not covered by the standard room cleaning prices that are included in the room hire charges.
- Uncleanliness and mess that is considered to be extensive or to exceed reasonable expectations is not covered by the standard room cleaning prices that are included in the room hire charges.

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I have read and understood the above Terms and Conditions.

Signature

Company Name

Print Name

Date

Contact Name: _____

Ph: _____

Mobile: _____

Postal Address: _____

Email: _____

Date of Function: _____