



# TERMS & CONDITIONS

Thank you for your interest in utilising our facilities for your special occasion, function or event.

## GENERAL INFORMATION

- The terms & conditions contract is a binding agreement between the club and the function organiser (the signee) who is required to be a financial member of the club.
- Laws, regulations and internal house policies are applied consistently throughout the club which includes private functions. Though not limited to it includes workplace health and safety, responsible service of alcohol, adult supervision of minors, dress regulations and food safety.

## FUNCTION/EVENT BOOKING CONDITIONS

### CONFIRMATION OF BOOKING

- All bookings are held as tentative for two weeks or until the initial deposit is paid.
- **A deposit (Room Hire Fee), and a signed terms and conditions contract is required to confirm a function booking.**
- **A further deposit of (30%) is required 30 days prior to the event.**
- **Full payment of your event and final numbers are required ten (10) days in advance of your function**

### CANCELLATION FEE

All cancellations must be made by telephone or email directly to the function coordinator, or in their absence, the duty manager. If your booking is cancelled;

- **More than 30 days** prior to the booked date an administration fee of \$50 will apply, the balance of your deposit will be refunded.
- **29-11 days** prior to the booked date your deposit will not be refunded due to costs incurred and the potential loss of trade.
- **10 days or less** to the booked date the client will be liable for 100% of the anticipated final function account.

### MEMBERSHIP/ SIGNING IN

The Club's functions facilities are for member's use and we require that the organiser of any function be a financial member of Club Mudgee. Due to government regulations, all guests entering the club must comply with our sign in requirements. Management and staff will provide assistance and direction. Once signed in prior to the commencement of the function your guest will be able to utilise all the facilities here at the club as would any other patron.

### INSURANCE & DAMAGE:

- Although the Club will take necessary care, it cannot accept responsibility for loss or damage to the property of a patron before, during or after the function.
- All decorations, props or signs that are not the Club's property must be removed at the end of the event to prevent loss or damage.
- The organiser of the function is financially liable for any damage sustained to the Club's property whether through their own action, their guests or through the action of their appointed contractors or sub-contractors. This includes damage caused by items being nailed, screwed,

stapled, stuck, or otherwise fixed to any wall, door, or other surface or part of the Club. No table scatters or confetti is to be used inside the Club.

**CATERING:**

- All costings for buffets and table service functions are based on a minimum of 40 people. If a lower number of persons then, a 20% surcharge will apply.
- No food or beverages may be brought into the Club from any outside source.
- We do allow a celebration cake (Birthday, Wedding etc.) to be brought into the Club however, it has to be a commercially made cake not homemade and the Club is not responsible for the storage, cutting or serving of the cake.
- Due to health regulations, we are unable to allow uneaten food (other than a celebration cake) to be taken from the venue.
- The Club can provide special catering for specific dietary groups such as vegetarians or diabetics upon request. These requests must be made no later than 10 days prior to the function/event.
- Final numbers will be regarded as the minimum number of guests for catering purposes and will also become the minimum number charged to your function account.

**PUBLIC HOLIDAYS & SUNDAY**

- There is a surcharge of 50% for Public Holidays and 20% on Sundays of the food and beverage total.

**PRICE VARIATIONS**

- Whilst every endeavor is made to maintain the menu and prices as printed, they may be subject to change without notice at the discretion of our management. 30 days prior to the event when the second payment is made prices and menu will be set.

**I have read the above Terms and Conditions and agree to comply with all the above-mentioned requirements.**

**Name of person making booking .....**

**Signature .....**

**Date.....**

**Function Date.....**

**If you have any questions, please contact our Functions Coordinator on (02) 6372 1922**