

## TERMS AND CONDITIONS

To avoid any misunderstanding, we ask that you read the terms and conditions before confirming your function.

### TENTATIVE BOOKINGS

To confirm your function a deposit amount of \$200 is required at the time of booking. The deposit will count towards your final balance. All deposits are non-refundable and non-negotiable, if cancelled less than 21 days prior to function date.

### CONFIRMATION/PAYMENT

Final catering requirements must be given 21 days prior to your function date, unless the function is booked within 21 days in which full payment will be taken upon confirmation. No refunds are given once final payment is made however if changes are required it will be at the discretion of Club Mudgee. Excluding bar tabs for beverages on the night, final function payments must be made in minimum of 21 days prior to your function date. If the full amount outstanding for the function is not made within this time Club Mudgee reserve the right to cancel your function with holding the full deposit amount received. We accept Cash, Bank card, Visa, MasterCard, Amex and Diners.

### CORPORATE BOOKINGS

Corporate Clients may complete this contract to cover this and all future bookings for the current calendar year.

An invoice can be issued after the completion of the function if a Credit Application form is completed and approved by management.

### MEMBERSHIP/SIGN IN

Due to government regulations, all guests entering the club must comply with our sign in requirements. If you or another attendee lives within 5kms of our venue you must be a financial member. 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 member, members' guest or visitor.

**FOR EARLY MORNING ACCESS:** The trainer is required to be a member to sign in any attendees as a guest who live within 5km of our venue who are not club financial members. Digital licenses are recommended.

### PRICING

Prices will be confirmed with the final function details. You will be charge for the final number, even if you have less guests attending. Every endeavour is made to maintain prices as printed but prices are subject to change without notice due to changes in our imposition of government charges, taxes, levies, or other service charges. All prices include GST.

### CANCELLATIONS

All cancellations must be made in writing. Any cancellations 21 days prior to the function will result in the client being liable to Club Mudgee for 100% of the deposit received including any additional non-refundable payments (e.g. DJ's).

### COMPLIANCE AND RSA

Clients are responsible for orderly behaviour for their guests and management reserves the right to intervene where it sees fit and/or exercise it's right to refuse entry, restrict entry or exclude a member, members' guest or visitor based on intoxication guidelines. Management or so reserves the right to close any function that breaches Club Mudgee policies or breaches the

law in any matter. Responsible service of alcohol is company policy. Dress regulations also apply.

### **DAMAGES**

Clients are liable for any damages to Club Mudgee property including the car park and outer features of the venue, whether through their own action or through the action of their invited guests. Clients will be liable for any damages caused. Please check with management or with the Function Manager regarding decoration ideas before attaching to walls. A cleaning fee of \$300 can also be deemed necessary if the function room is left in an "excessive uncleanable manner" as deemed by the manager on duty (for the reset of the following function).

No smoke machines, fog machines, table scatters, confetti or balloon confetti is to be used inside the Club

### **OTHER EVENTS**

Venue management reserve the right to book in another function in the same function area up to one(1) hour before the scheduled function commences and in one(1) hour after the scheduled time. The client may set up decorations for the function no earlier than one(1) hour before the commencement of the function unless there is prior arrangement in writing with the function manager. For external entertainment approval please discuss with the Functions Manager.

### **ACCEPTED BY THE CLIENT**

I, (please print name)\_\_\_\_\_ have read the terms and conditions for Club Mudgee and confirm that the above information is correct and provide the relevant payment details to confirm this booking.

Client signature:\_\_\_\_\_

Company name:\_\_\_\_\_

### **CONSUMPTION**

With the exception of commercially made cakes for special occasions, under no circumstances will Club Mudgee allow any function to bring in their own food or beverages into Club Mudgee. In the interest of customer safety and safe hygiene practices all food purchased (including platter and canapés) must be consumed on site and cannot be taken away. No beverage of any kind maybe brought into the club.

### **18'S IN MINORS**

Club Mudgee does not cater for 16th or 18th birthday parties. Minors are permitted in certain non-restricted areas of the club where accompanied by, or in the immediate presence of, a responsible adult. A minor is defined by law as any person under the age of 18 years old.

### **SECURITY**

Security services may be required when deemed necessary by Club Mudgee. It is requirement that all 21st birthday parties have a security guard present. Function security services will be charged as an additional cost.

### **VERBAL ADVICE**

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

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

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