

## **Bookings**

A room hire fee of **\$500** is required to secure your function date. This fee covers the room only; all additional requests or requirements may incur extra charges.

## **Catering**

No food or beverages may be brought onto the premises, except for a celebration cake. All functions must include catering.

Final catering numbers are required **7 days prior** to your event, and full payment is due at that time. We accept cash, credit card, or funds transfer.

## **What's Included**

- White paper tablecloths (alternative linens must be arranged at your own cost)
- Room set-up completed by Club staff (please do not move tables or chairs)
- Use of the projector screen (you will need to supply your own laptop and HDMI cable)

Functions run for **5 hours**, with **1 additional hour prior** for decorating and pack down. Saturday night functions must conclude by **11:00 pm**.

The applicant is responsible for ensuring the Club is vacated on time and that the event does not cause disturbance to residents.

## **What We Don't Provide**

The Club does not supply a sound system or music equipment. These must be arranged by the applicant at their own cost.

Decorations are welcome; however, nothing may be attached to walls or pillars. All decorations, including balloons (removed or deflated), must be taken down at the end of the event.

Smoke machines are not permitted.

The Club is not responsible for any items left on the premises.

## **Responsible Service of Alcohol (RSA)**

The Club practices Responsible Service of Alcohol and reserves the right to refuse service or remove patrons as necessary.

Staff, Management, and Security may enter the function room at any time.

If guests under 18 are attending, a responsible adult must be nominated to ensure no underage drinking occurs.

Please note, the Club does **not** host 18th or 21st birthday parties.

Management may refuse entry to or remove any person who does not comply with Club rules or the Registered Clubs Act 1976.

The applicant is responsible for any damage or breakages, and associated costs will be charged accordingly.

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### **Cancellations**

- Cancellations within **7 days** of the event will result in the loss of all catering payments.
  - Cancellations within **7 days** will also result in the loss of the room hire fee.
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### **Bar & Additional Services**

Bar accounts must be paid **on the night** by cash or credit card directly to the Duty Manager.

Tray service is available at **\$60 per steward per hour**. If required, this must be confirmed at the time of application.

For safety reasons, it is illegal to prop open or interfere with emergency fire doors. The fire door in the function room is for emergency use only. Failure to follow safety procedures may result in removal from the Club.

Management reserves the right to charge an additional cleaning fee if deemed necessary.