



Event Terms and Conditions

1. Definitions

Club – means Cooma Ex-Services Club Limited

Organiser – means the person who signs this agreement on behalf of the function.

Force Majeure – means an act, event or cause which is beyond the reasonable control of the concerned party, as determined by the Club.

2. Confirmation of Booking

2.1. To secure the event booking, the Organiser is required to return these Function Terms and Conditions Form, completed with credit card details within 7 days of being sent the Form.

2.2. A booking will NOT be confirmed until the Club receives the completed Function Terms and Conditions Form furnished with the Organiser's signature consenting to all terms & conditions and any payment is received.

2.3. A tentative booking will only be held for a maximum of 7 days.

3. Guaranteed numbers

3.1. The final number of guests, food orders, and bar tabs must be confirmed 7 days prior to the function date.

3.2. You will be charged for confirmed numbers or actual attendance of guests, whichever is greater.

3.3. Meals will only be provided to the number of guests in attendance.

4. Payment

4.1. Full payment of food, bar tabs, and any hire costs, is required from the Organiser 7 days prior to the event.

4.2. We accept cash, MasterCard, Visa and EFT payments.

4.3. If payment is not made 7 days prior, the Club will charge the credit card details provided by the Organiser.

5. Cancellation & Force Majeure

5.1. If cancellation occurs within 14 days prior to the event, no charge will be incurred.

5.2. If cancellation occurs within 7-14 days prior to the event, 100% of the food cost will be charged.

5.3. If cancellation of a booking occurs within 7 days prior to the event, 100% of the total function cost will be charged.

5.4. If a party becomes unable, wholly or in part, by force majeure (as determined by the Club) to carry out an obligation placed on it under this Agreement:

5.4.1. Cancellation of the function is available at the request of the Organiser, and;



5.4.2. The Club may cancel the event and determine all and any payments that will be retained by the Club or refunded to the Organiser.

6. Room hire and additional charges

- 6.1. Room and equipment hire charges will be confirmed with at the time of booking.
- 6.2. Any event where a room hire fee is waived, the fee will be charged if the event is cancelled within 7 days of the event.
- 6.3. Functions booked requiring bar facilities will be charged a minimum spend of \$300 to cover staff costs.
- 6.4. We do not host 16th – 18th birthday parties.
- 6.5. Security Staff maybe required if numbers exceed 40 guests and will incur an extra charge.
- 6.6. Additional charges may be incurred if professional cleaning is required following a function.
- 6.7. **CONFETTI, GLITTER & SCATTERS ARE NOT PERMITTED** - if brought into the venue, a \$200 cleaning fee will be charged to your event.
- 6.8. No food or beverages may be brought into the Club with the exception of celebration cakes.

7. Entry requirements

- 7.1. In accordance with the Registered Clubs Act 1976, anyone attending the Club who is NOT a member is required to sign in as a guest of a member or a visitor for the day.
- 7.2. It is required that our facilities are booked by a member of the Club, as they may be signing local guests into the Club.
- 7.3. All guests must comply with the Club's dress regulations of neat, clean and tidy dress. Management may ask guests to leave if not dressed appropriately.

8. Minors & conduct

- 8.1. Responsible Service of Alcohol policies are adhered to at all times. The Management of the Club reserves the right to refuse service of liquor to any person as they see fit and terminate the function due to inappropriate behaviour.
- 8.2. Minors under the age of 18 must be supervised by a legal parent or guardian at all times. It is illegal to sell alcohol to a Minor and the Management of the Club reserves the right to request suitable identification.
- 8.3. Minors may be required to wear a wrist band for easy detection by staff. If a minor removes their wristband or is found to be in breach of the Liquor Act 2007, Management of the Club reserves the right to ask the Minor to leave the premises, along with the parent or guardian.

9. Loss or damage to property

- 9.1. The Organiser shall be financially responsible for any damages or loss sustained by the Club.



- 9.2. The Club does not accept responsibility for damages to or loss of personal property.
- 9.3. It is the Organiser's responsibility to obtain their own insurance for themselves, their guests, and any contractors, for the period that these persons or their possessions are in any and all parts of the venue.
- 9.4. Items or decorations are not to be attached to walls, ceilings, glass, furniture, or any other part of the premises. Any damage incurred from placing of decorations will be at the cost of the Organiser.

10. End of function procedures

- 10.1. Unless prior arrangements are made, all functions will cease in line with of hours of trading being 10pm Sunday-Tuesday, 11pm Wednesday-Thursday, and 12am Friday-Saturday.
- 10.2. All amplified music must cease at least 15 minutes prior to the conclusion of the event.
- 10.3. All decorations must be taken removed at the conclusion of an event.
- 10.4. All guests must respect the Club's neighbours and leave the premises in an orderly fashion.



Please complete and sign below:

Function details:
Name of function:
Date of function:
Company (if applicable):
Contact name:
Contact number:
Email address:
Membership number:

Credit card details:
Cardholders name:
Card type (please circle): VISA MASTERCARD
Card number:
Expiry date:
CCV number:

Acceptance and authorisation:
I have read and agree to the terms and conditions outlined above. I am aware the information supplied may be used in follow up communications. I hereby authorise the Cooma Ex-Services Club to charge my credit card any outstanding amount owed in line with these Terms and Conditions.
Print name:
Authorised signature:
Date: