

# Terms and Conditions

1. Deposit: In order to secure your function booking, a security deposit of \$150 is required (\$300 for 21st functions). Your booking is not confirmed until this amount is received and you have returned your signed copy of the acceptance of terms and conditions. The deposit will be returned upon applications following your function, provided there are no RSA/ drug infringements or damage or cleaning claims resulting from your event.
2. A function requires all food to be pre-ordered from the Function Pack. Ordering from the Bistro is not a function and will be considered a group booking. No specialised function set up or decoration area will be provided for a group booking.
3. Group bookings of 40+ will require a deposit of \$3.00 per person to be paid fourteen (14) days prior to the booking. This deposit will be refunded provided all booked guest numbers place an order through the Bistro. Failure for the full number of guests to purchase a meal through the Bistro may result in the deposit, or part of, being withheld.
4. 18th celebrations will only be accepted to be held in the Function Room – not the Courtyard. A security guard will be hired – at the function host's expense – and must be in attendance within the room for the duration of the function.
5. Group bookings are subject to general function terms and conditions with regards to refund of deposit.
6. Organisers are financially responsible for any damage sustained to their property or that of The Henry Sports Club prior, during or after events/exhibitions. The use of sticky tape, drawing pins, staple guns or any fastening material on walls is strictly prohibited. Confetti, glitter and similar products are not to be used on Club premises. Cleaning, repair and replacement costs will be passed on to the client. Smoke machines are not permitted in the Function Room. The use of any of these materials will forfeit your bond.
7. Confirmation of minimum number of guests attending the event is required no later than ten (10) working days prior to the event.
8. Payment in full must be paid no later than seven (7) working days prior to the event.
9. Tentative dates are held for fourteen (14) days only. You will receive a confirmation email with the deposit due date. Failure to pay the deposit on time may result in your booking being cancelled.
10. Cancellation: In the event of the event being cancelled within three (3) months of the event date, a refund of the deposit will be subject to the venue being re-booked. If the room is not rebooked, there is no refund on the deposit.
11. The Henry Sports Club will take no responsibility or liability for damage or loss of merchandise or any goods or property of the client or their guests left at The Henry Sports Club prior, during or after events/exhibitions/functions. Decorations/property left after a function will be held for 2 weeks only. After this time it will be disposed of.
12. All entertainment and bar service will cease 30 minutes prior to completion of your function.
13. All prices are current at the time of quotation but may be subject to change based on rising costs. The quoted prices include GST and upon receipt of your confirmation and deposit, fixed prices will be confirmed in writing.
14. **With the exception of a celebration cake and a lolly buffet, all food and beverages must be purchased through the Club. Members and guests are not permitted to bring food and beverage items onto the Club premises, this includes snack foods, chips, nuts, or any other snack food. The presence of any unauthorised food or drinks will forfeit your deposit.**
15. The Henry Sports Club reserves the right to adjust any set-up to ensure fire, life and safety codes are met.
16. Bar Tabs: We are able to organise a bar tab for you; we will require full payment at the close of your function.
17. Bar staff are available if you are utilising a private bar. Minimum hiring period is 4 hours.

18. 18th & 21st celebrations will not be accepted without approved parental or guardian attendance for the duration of the function. Copy of proof of age to be provided.
19. Intoxication & Offensive Behaviour- Our venue has a strict policy on intoxication and offensive behaviour. Any person deemed to be intoxicated; drug affected or behaving in an offensive manner, will be asked to leave the premises. Police will be called if staff consider it necessary. Please work with us to prevent this from happening.
20. Minors - Please let your function organiser know if any minors will be present at your function, as strict regulations are in place for persons under the age of 18.
21. The Host is responsible for all minors attending their function. Minors are not allowed outside of the Function area without an accompanying adult. Should unaccompanied minors prove to be a problem to other patrons, they will be asked to leave the premises.
22. Standard room / area set up is included in your package. Specialised arrangements that require additional staff may incur an additional charge.

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## BOOKING FORM

Please ensure that the Host of your Function who will also be attending the event has read through our terms & conditions, understands & also recognises them fully.

This agreement must be signed & returned along with your function deposit.

### DETAILS

Booking name: _____	Date of booking: _____
Company: _____	Time of booking: _____
Contact number: _____	Area booked: _____
Contact name: _____	Approx guests: _____
Email: _____	Event type: _____

### PAYMENT

Please circle one: Mastercard / Visa / Cash

Name on card: \_\_\_\_\_

Card number: \_\_\_\_\_

Expiry date: \_\_\_\_\_ CCV: \_\_\_\_\_

Deposit amount received: \_\_\_\_\_

Signature of Card holder: \_\_\_\_\_

Please return by email or in person this completed form to confirm your booking and to indicate your agreement to our terms & conditions. A function will not be confirmed without this form being submitted.