

Terms and Conditions

1. **DEPOSIT:** In order to secure your function booking, a security deposit of \$200 (\$500 for 18th & 21st functions) is required. Your booking is not confirmed until this amount is received, and you have returned your signed copy of the acceptance of terms & conditions. The deposit will be returned upon application, the week following your function, provided there are no RSA/drug infringements or damage or cleaning claims or any other issues resulting from your function.
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** are capped at a maximum of 30 guest. A deposit of \$50.00 is required for all group bookings of 20+ guests. The deposit will be refunded provided all booked guest numbers place an order through the Bistro. Failure for the full number to order a meal through the Bistro result in the deposit being withheld.
4. Group bookings are subject to general function terms and conditions with regards to refund of deposit.
5. **18th & 21st** celebrations will not be accepted without approved parental or guardian attendance for the duration of the function. Copy of proof of age is to be provided.
6. **18th & 21st** celebrations will only be accepted to be held in the Function Room – not the Courtyard.
7. **18th & 21st** celebrations will require the services of a professional Security Guard to be hired - at the function hosts' expense – by the Club. They will be in attendance in the room for the duration of the function.
8. Confirmation of number of guests attending the function is required not later than fourteen (14) days prior to the event.
9. Payment in full is due no less than ten (10) days prior to the function.
10. Tentative dates are held for seven (7) days only. You will receive a confirmation email with the deposit due date. Failure to pay the deposit on time result in your booking being cancelled.
11. **CANCELLATIONS:** In the event of the function being cancelled within two (2) months of the event date, a refund of the deposit will be subject to the venue being re-booked. If the area is not rebooked, there is no refund of the deposit.
12. All entertainment and bar service will cease 30 minutes prior to the completion of your function.
13. All prices are current at the time of quotation but are subject to change based on rising costs. The quoted prices include GST and upon payment being received in full, are fixed.
14. Bar TABS are to be paid in full at the conclusion of your function.
15. **With the exception of a celebration cake and a lolly buffet, ALL food and beverage items must be purchased through the Club. Members and guests are not permitted to bring in food or beverage items, this includes – but is not limited to – snack foods (chips/nuts/etc) & desserts. The presence of any unauthorised food or drinks will forfeit your deposit.**
16. The private bar in the Function Room is available for hire *provided we have an available staff member*. Minimum hire period is four (4) hours.

17. **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. Under no circumstances will the abuse of staff be tolerated. Police will be called if staff consider it necessary. Please work with us to prevent this from happening.
18. 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.
19. **DECORATIONS:** All decorations, props, signage, etc that are not the Club's property must be removed at the end of the function to prevent loss or damage. The Club will not store or be responsible or accept any liability for the loss or damage to any goods or property left on the premises at the conclusion of a function. Property left will be disposed of after seven (7) days.
20. **DECORATIONS:** The use of table scatters, confetti, glitter, or other similar items is strictly forbidden. The use of such materials will result in the forfeit of your security deposit. The use of sticky tape or blue tac is also not allowed on Club property or fixtures. **This rule applies to both the Function Room & the Courtyard.**
21. 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 walls, doors or other surfaces or part of the Club.
22. Fire exits are not to be obstructed at any time. The Henry Sports Club reserves the right to move or adjust any set up or exhibitions to ensure that all Health and Safety and Fire Regulation codes are not breached.
23. Tables and chairs are set up according to the size of your function. Under no circumstance are tables to be moved or rearranged.

I have read and agree to the terms and conditions above.

Signed: _____ **Date:** _____

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.