

Functions / Event Booking Policy Agreement

Thank you for considering **The Club** for your Function / Event.

Below is important information that **you must be aware of and adhere to at all times** when utilizing our facilities.

Individual set quotations discussed with the functions coordinator are **valid for 5 days only** and subject to change after this time.

Pricing for utilizing our facilities Pricing will vary for each individual depending on many factors such as: amount of people, type of function, special requirements etc.

You must speak with the functions coordinator to receive a more comprehensive tailored quote.

Costs & Menu items are subject to change at any time.

Room Hire: Applies for most functions.

The cost is charged on a case by case basis, subject to set up requirements, day & duration of your Function/Event and will be established at the time of enquiry.

Club Members are entitled to room hire discounts.

Minimum Spend: This amount will vary for each function depending on function type and requirements.

This will be confirmed at the time of booking.

The nominated amount must be reached for each function. **(This is inclusive of food and drink only.)**

Additional extras are not included in the minimum spend.

Confirmation of your booking: We do not take tentative bookings therefore a booking is not confirmed until the deposit and a signed copy / acceptance of this agreement has been received.

To confirm a booking we require a **minimum deposit payment of \$300.00.**

Cash, Credit Card & Eftpos are accepted and payment can be made at Reception, in person or over the phone (preferably during business hours).

Security: Security personnel are mandatory for most functions, in particular Fridays and Saturdays with 40+ guests. Requirements for all functions will be at the discretion of your functions coordinator and costs will range from \$100 - \$150 per guard. The Club Caroline Springs reserves the right to cancel a function at any time or remove disruptive individuals if the safety of staff and patrons is compromised.

Bar TAB: is payable on conclusion of your function if it is not part of your minimum spend.

The hirer can nominate what drinks will be offered to their guests.

Eg Tap Beer, House Wine & Soft drink, Basic Spirits, Open Bar etc. This will be discussed in more detail at the final meeting.

BOND: A \$500 Bond is required under The Club Caroline Springs customer damage & liability clause for all functions. The bond is fully refunded upon conclusion of the event once management's inspection of the hired function room/s has been assessed and clearance granted.

Manual Credit Card Bond: A Manual Credit Card swipe is taken for the amount of \$500.00 by The Club.

An authorized suspension of the \$500 is placed on the credit card 2- 3 days prior to the function. This amount is suspended and not accessible by the credit card holder. If no claim has been made by The Club, the money is automatically released back onto the credit card within 7days.

Cash Bond: This can be given to us at the final meeting and we will hold it in our safe. Alternatively you can bring along \$500 cash on the day of your function and give it to the staff member on duty on arrival.

Damages and Repairs: The hirer will be responsible for any expense in connection with repairs for damage, breakages or extra cleaning which may become necessary due to damage or other causes during the period of the function.

The Club - Caroline Springs reserves the right to determine the cost of any damages and/or extra cleaning necessary above and outside what is normally expected following usage of the venue. We reserve the right to retain all or part of the bond to meet such costs as necessary, and/or to bill a hirer for additional costs if the bond does not cover damage caused.

CANCELLATIONS: In the event of cancellation the following terms will apply:

- 1. We reserve the right to cancel any function with adequate notice.**
- 2. There is a 3 day cooling off period from the day the deposit is received. After this time, the deposit is non refundable .**
- 3. All cancellations must be made in writing to the functions coordinator.**
- 4. For functions cancelled 6 weeks or less before the function date, the cancellation fee will be equal to 50% of the total estimated value of the function.**
- 5. Once final numbers and payment received there will be no refunds or credit.**

Function Duration: Times will vary depending on the day / time your function is held.

This will be confirmed with your functions coordinator when you enquire.

Extended times may beyond the standard allocation will be subject to an hourly rate of \$100 per hour.

Please note: All evening functions must cease at 1am

Room Set Up / Access: The Club reserves the right to book other events / functions in the same function room up to one hour before the scheduled starting time and one hour after the scheduled finishing time.

The maximum set up time for a hired room is 1 hour prior to your function.

If you require extra time for set up you will need to make a request with the function coordinator at your final meeting. This is not guaranteed and will only be granted within accordance of the room's availability for that day.

Extra charges may apply for extra set up time.

Hirers and limited immediate family members can have access to the room 1hr prior to the commencement of the function. All other guests are required to wait in the lounge area until the nominated starting time.

Final Meeting: To avoid extra fees, it **is the responsibility of the hirer** to organize a final meeting with the functions coordinator no later than 10 days prior to your function. It is at this meeting that you will be required to to **finalise attendance numbers and final payment.**

A \$50 late payment fee will be charged for payments received after this time.

Final Numbers: Final attendance numbers are to be confirmed at your final meeting.

This will be the Guaranteed Number. No refunds given for cancellation of numbers after this time.

Increases are acceptable if adequate notice is given.

Charges will be based on the Guaranteed Number or the number attending whichever is greater.

Should the guaranteed numbers change dramatically, management reserves the right to reassign your function to a more suitable room. Extra charges may apply.

Identification: A **Drivers License** or **valid Passport** is required as proof of identity when securing a booking for the Function room/s. A photocopy will be taken of the identification and kept as a record for booking validity.

Payment: All function accounts must be paid with Credit Card, Cash or Bank cheque **10 days** before the function date. The contract signatory is liable to pay all monies due under this Agreement. We do not provide credit. Company and Bank cheques are only accepted with prior approval. No personal cheques accepted.

Payment Details:

Authorized cheque payments can be made out to The Club

Direct Deposit details are as follows:

BSB: 033048 **ACCT NO:** 233023 **BANK:** Westpac **ACCT NAME:** Collingwood Football Club

Staffing: Adequate staffing will be supplied by The Club based on your Function / Event type.

Additional staff may be organized upon request with sufficient notice at a cost of \$35 per hour (min 2 hours)

Celebration Cake: Is the only outside food item that is allowed to be brought in by the Hirer.

Additional charges will apply if you require the venue to cut / service your cake.

Options available: Cake cut to platter \$25 - Cake individually cut / plated and served to your guests \$1.50ph.

We hold no responsibility for damage to your cake whilst stored on our premise.

Food & Beverage : Hirers / guests are **not permitted** to supply any of their own food or drink whatsoever.

We reserve the right to remove and discard any items bought into the venue. Considerations for some items may be approved, however surcharges may apply.

Special Dietary Requirements: The Club is able to accommodate customers `special dietary` or cultural requirements with sufficient prior notice. Please see your functions coordinator for options available.

Please note: **We do not cater for nut allergies.**

Take Home Food/Doggy Bags:

Apart from the celebration cake, **Under NO circumstances** can any left over food from any Function/ Event be taken home.

Delivery and Pick up of Equipment: The venue must be advised of all deliveries / collections made on behalf of the hirer. Payment for any delivery of goods must be made by the hirer in advance.

Assistance for moving in or out of equipment is not guaranteed and will only be possible if staff are available

DJ's & Entertainers: If you have arranged your own DJ to perform at your function, noise levels, regulations and policies must be strictly adhered to and are not negotiable. A Statutory noise policy and agreement must be signed prior to the commencement of the function. **Dry Ice, Smoke & Bubble machines are not permitted.**

Damages & Theft

Function / Event organizers will assume financial responsibility for any and all damages and / or theft caused during the event/function, by any of their guests or any other persons attending the event/function, whether in the room (s) or in any other part of the venue.

Beyond our control:

The Club will not be held responsible for any losses sustained if a function cannot proceed due to a robbery, fire, industrial dispute, water main break, power failure or any other reason beyond our control

Equipment Hire:

Charges apply for all special equipment requirements for your function. Please discuss needs and costs with the function coordinator.

Decorations: Our rooms are laid out in neutral tones and decorations can be brought in to enhance your celebrations, however there are a few guidelines and conditions that must be strictly adhered to;

- **BLU TACK & 3M products are ALLOWED**
- **PINS, STICKY TAPE, ADHESIVE OR GLUE ARE NOT PERMITTED**

Table Sprinkles/Confetti /Party Poppers /Rice/ Flower Petals / Glitter etc ARE NOT permitted. A \$100 cleaning fee will be charged if any of the above items are used in the venue

Candy/lollie buffets are allowed; However they must consist of confectionary only. No dessert / cake items are permitted! Under the Victorian food act we reserve the right to remove any items that do not adhere to this request.

ALL decorations **must be removed** by the client on the conclusion of the function.

Decorations Safety Policy:

Decorations must be approved by the function coordinator at the final meeting.

The Club Caroline Springs is happy to allow you to decorate the function room to your liking, however it is imperative to maintain safety in doing so. Ladders, step ladders, chairs and table tops are not permitted to be used for decorating the room.

I, The Hirer must understand that participating in room preparation/decoration of the hired premises is to be done so at my own risk. Any physical injuries sustained are of no consequence or liability to The Club Caroline Springs. I, The hirer forfeit all rights to make any claims against The Club or any of it's employees for any physical injuries or damages that may occur on the premises.

I also understand that I am accountable for any aesthetic damages caused on the premises by myself or my guests.

Cleaning: General and normal cleaning is included in the cost of the room hire charge, however additional charges will be payable if the function has created cleaning needs above and beyond normal standard cleaning. The damage will be assessed for any major stains & spillages and the cost associated to clean the area will be deducted from the bond.

Bar Closure: The bar will close 15 minutes prior to the conclusion of the function. Lights will be turned up fully to indicate closure of the bar.

Smoking Policy: The Club function rooms are strictly non-smoking. Outdoor smoking facilities are conveniently available adjacent to the rooms for guests.

Car Parking:

The Club Caroline Springs has ample on site car parking available. (Subject to availability) We accept no responsibility for loss or damage made to vehicles whilst on the premises.

Dress Code: The Club dress code 'neat casual' applies to all attending the functions, and adheres to a no rubber thongs, no men's muscle shirts or singlet's, no tracksuit pants, no caps policy.

All patrons including children must wear shoes at all times.

Table Cloths Sizes:

Round 230cm x 230cm

Trestle 137cm x 304cm

Square 137cm x 137cm

Club Sign In Licensing Regulations:

If you live within 5kms of **The Club**

Taylor's Hill, Caroline Springs, Ravenhall, Deer Park, Albanvale, Burnside, Cairnlea, Kings Park you are required to join as a member or alternatively, be signed in by a member.

Visitors that reside more than 5kms from the club must record, in the register, the date, their full name and residential address.

Visitors must carry identification at all times whilst on the licensed premises, and comply with the rules and by-laws of the club.

For swifter access, you may be required to provide a guest list which will be uploaded to our entry kiosk.

Liquor Licensing Law:

In line with Australian standards, the Club practices the Responsible Serving of Alcohol (RSA).

1. The venue practices strict RSA and reserves the right to refuse the service of alcohol to any guest it considers to be under age, intoxicated or behaving in an offensive manner.
2. **Any guest under the age of 18 must be accompanied by a parent/legal guardian at all times.**
3. It is against the law for guests under the age of 18 to consume alcoholic beverages or enter the Gaming Area. Under no circumstances should they do so regardless of parental/legal guardian consent.
4. Under the **Liquor Licensing Law** a person, parent or licensee must not supply alcohol to a minor. Attempting to buy liquor for a minor may incur a **Penalty that exceeds \$6,000.**
5. If guests are drunk, violent or quarrelsome they must leave the premises upon request. Failure to do so may incur a **Penalty that exceeds \$13,000.**
6. Any failure to comply with any of the above points will result in the immediate termination of the function without refund.

We are a fully licensed venue, therefore NO alcohol whatsoever can be bought onto our premises.

If this rule is breached, we reserve the right to remove and discard any alcohol bought into the venue.

Responsibility of the Hirer:

1. Children attending the function must be under the supervision of a responsible adult at all times. Hirers must ensure that children are not placed at risk upon entering or leaving the venue
2. The hirer assumes full responsibility and is liable for all damages caused by guests, invitees and all other people in attendance. This liability extends to all other areas of The Club Caroline Springs inclusive of the Locker Room, Gaming Area, TAB, Bistro, Kids Play Area and Car Park.
3. The venue will take all necessary care to ensure safety of property however The Club Caroline Springs will not accept responsibility for any damages or loss of client's / guests property on the premises before, during or after the function.
4. It is the hirer's responsibility to conduct the function with full compliance of the House Policy and venue management rules with all applicable laws inclusive. We reserve the right to intervene if activities in the function room and throughout the venue are considered illegal, noisy, offensive or interrupt other services within the venue.

Access prior to the scheduled start time is prohibited unless prior arrangement has been made with the function coordinator.

Trading Hours: 9am—3am EVERDAY

I have read and fully accept the Terms & Conditions stated on all 4 pages of The Club's Functions Booking Policy & Agreement.....

First Name:

Surname:

Date of Function:

Function Type:

Address:

Suburb:

Postcode:

Approx Number of People: **Adults**

Children (under 12)

Company/ Organisation: (if applicable)

Signature:

Date: