



## TERMS AND CONDITIONS JANUARY 2012

PLEASE READ, SIGN AND RETURN THE LAST THREE PAGES TO THE CLUB.

### **Confirmation and deposit**

A written confirmation together with a deposit of the room hire cost must be made within 48 hours of confirmation. If the appropriate deposit is not made, management reserve the right to cancel the booking and allocate the function room to another client. A confirmation of the function agenda is required 72 hours prior to the event. Any variation from the time allocated to your function, relating to arrival and departure times must be notified as soon as possible. Menu selection along with special dietary and vegetarians must be confirmed 7 days prior to the function. If paying by Amex 3% surcharge applies.

### **Venue hire**

Room hire charges apply for exclusive use of the club Monday to Sunday. Price on application as prices vary. Room hire fee entitles you to exclusive use of the venue for a maximum of a 5 hour duration. Conditions apply.

Exclusive luncheon events must conclude at 4.30pm to allow time for the evening event set up. All evening events must conclude 12 midnight.

This covers the duration of the event and access for set up 1 hour prior to the event and 1 hour post event. If additional time is required before or after the event an additional charge will apply.

### **Cancellation**

Written notice of any cancellations must be received or the following fees will apply:

2 months prior to the function – full refund of the deposit.

Up to 4 weeks prior to the function date – 50% refund of deposit.

Less than 4 weeks prior to the function date – no refund of the deposit.

### **Guaranteed minimum numbers**

A guaranteed number of guests attending a function are required 10 days prior to the event. The confirmed figure will then be regarded as the minimum number used for catering purposes and charged accordingly.

### **Function schedule**

To ensure your requirements are met, it is necessary for us to have 10 days notice of your function schedule along with a list of attendees.

## **Final payment**

Full payment of the food component is to be made minimum 3/5 working days prior to the event with additional charges such as beverages, other services plus additional guests must be paid immediately on the completion of the function unless prior arrangements are made in writing and accepted by the Waverton North Sydney Club.

## **Corporate accounts**

Payment is required and must be finalised and paid in full on completion of the event. A tax invoice can be processed on request on the day or a paid invoice will be emailed to you during business hours by our accounts department, any queries must be directed to [karin@wnsc.com.au](mailto:karin@wnsc.com.au)

## **Insurance and damage**

The function organiser is financially responsible for any damage sustained to the Clubs property, whether through their own action or the action of their guests. The Club will take all possible care, but accepts no responsibility for the damage or loss of personal belongings and equipment left on the premises prior to or following any function. Where deemed necessary a cleaning charge will be incurred to the organisers, also any repairs to be done to the property that was damaged by any guest

## **Surcharge**

A charge of \$120.00 per hour (or part there of) will be incurred where a function continues after the designated time. Should the room configuration change within 24 hours of the commencement of the event a charge of \$60.00 may be applicable. Requests for the serving of special items such as wedding or birthday cakes, plated and served as a dessert attract a surcharge of \$5.00 per person. Cakes cut and sliced and placed onto a platter, the cost is \$1.50 per person. The venue supplies side plates and serviettes for this service.

## **Wedding information**

Due to changes in the weather there is an extra charge for those weddings that are transferred inside due to wet weather of \$120.00 to reset the room, while every endeavour will be made to accommodate you and your guests it will be the discretion of the Function Manager or the Duty Manager in charge on the day to choose the space and availability in the room. All queries are to be directed to the Function Manager at all times, any food or beverage that has been organised for your off-site ceremony will not be permitted in the club.

People who are the helpers must report to either the Function Manager or Duty Manager only and must abide by all the club rules at all times

Place cards, any additional services ie. chair covers, favours etc to be done by the club will be at the discretion of the Function Manager - a surcharge may apply.

Wedding ceremonies performed in the garden the charge is \$120.00 to set up chairs for guests signing table and chairs for bride and groom. Canapes and beverages can be served in the garden - conditions apply.

We reserve the right to refuse any decorations deemed unsuitable to the club premises. Confetti or sprinkles on tables are not permitted. Tealight candles are permitted but must be enclosed.

### **Other services**

The Waverton North Sydney Club is able to supply a range of additional services including decoration and styling, flowers, balloons, chair covers and sashes, draping and fairy lights, additional furniture for indoors and out, Master of Ceremonies (MC) DJs sound and lighting, jukebox/karaoke machines, Duos Bands, solo artists and string trios, wedding celebrant.

We work with a team of professional companies who will help turn your special day/event into a day to remember.

All children must be supervised at all times.

### **Food and beverage requirements**

Menu selection is to be confirmed 10 days prior to the function. Special dietary and vegetarian meals can be catered for but must be confirmed at the time of confirmation. Children's menus are available on request.

The Waverton North Sydney Club does NOT permit patrons to provide their own food or beverage to the Club (Food Safety Act). Any food not consumed remains the property of the Club and cannot be taken out of the Club. Please note this does not apply to celebratory cakes.

The Waverton North Sydney Club adheres to the responsible service of alcohol laws and will deny alcoholic beverage service to members and guests deemed to be intoxicated or under age.

Beverage requirements for all functions must also be confirmed at the time of the menu selection along with all times for the above to be served.

### **Function room requirements**

The organiser agrees to start the function at the scheduled time and agrees to have its guests, invitees and other persons vacate the designated function space at the agreed completion time, as space may be utilised for other guests and functions. Additional labour charges may apply if your function continues after the agreed completion time. Access to the function room before the function start time must be arranged prior to the function date. Room allocation – In the event of unforeseen circumstances or any alteration to numbers, the Club reserves the right to move, change room bookings if required with prior notice. Every effort will be made to discuss the changes with the organiser well in advance. The function organiser must take direction from the Function Manager or Duty Manager so as not to disrupt staff and the smooth running of the club.

### **Content of function**

If The Waverton North Sydney Club has reason to believe that an event or any part of it will effect the smooth operation of the Club's business, its security or reputation, the management reserves the right to cancel/stop the function or any part of it at their discretion without notice or liability.

## **Audio-visual**

All requirements and details regarding audio-visual and theming are to be discussed with the Function Manager. If another audio-visual or theming company is appointed for your function, all requirements and details must be approved by the Club to ensure they correspond with the Club's requirements so as not to affect the daily operations of the Club.

## **General**

The Waverton North Sydney Club must first approve any advertising undertaken for a function. We reserve the right to refuse private function advertising. We reserve the right to terminate any function booking and retain the deposit paid where the function organiser breaches these conditions.

The Waverton North Sydney Club dress regulations apply to all guests attending functions.

It is a legal requirement that all guests adhere to the licensing laws. ALL GUESTS MUST SIGN IN or show their current membership badge.

All guests must be signed in by a current financial member and sign as a temporary member if they reside within the 5kms from the Club's premises.

Membership is \$10.00 please ask one of our team members for a application form or one can be printed off from our website.

## **Cleaning**

General and normal cleaning is included in the cost of the room hire. You may incur additional charges in instances where the event has created cleaning requirements that are considered to be over and above normal cleaning.

## **Security**

21<sup>st</sup> birthdays and any function deemed by Management and the Board of Directors that security is required.

To ensure the comfort and security of member and guests The Waverton North Sydney Club's responsible service of alcohol policy is adhered to, along with all statutory requirements in relations to entry and exit of the Club's premises. A customer service officers (Security Guards) will be assigned to your function at a cost to you for the duration of the function.

Two guards will be assigned for between 60 – 100 guests for a minimum of 6 hours, over 100 guests extra guards will be assigned to your event.

This charge is to be paid by the client hiring the venue.

## **Decorations and special effects**

Smoke machines, special balloon effects, and or pyrotechnics cannot be operated without prior authority from the Function Manager, due to the effect on the smoke detectors. Fourteen (14) working days is required in writing for approval. Should the fire brigade respond to an alarm set off by the unauthorised use of special effects the client

will be liable for any charges incurred by the Club. Any types of confetti or table sprinkles are not permitted.

### **Car parking**

There is no parking on the club premises but there is parking in the streets surrounding the club some car spaces do have limited times for parking. Waverton train station is approx a 5 minute walk to the club.

### **Bowling**

We have two greens available for social/barefoot bowling. The game takes approx 2 hours the cost to bowl per person is \$12.00 per adult or \$5.00 for children between the age of 5yrs and 11yrs. If you require a lesson the cost is \$15.00pp you will be shown how to play given the basic rules along with a score sheet. Beverage can be served on the greens this is served in plastic cup. **Foot wear:** while we permit bare feet we do suggest flat soled shoes, sneakers or thongs as we do not allow bare feet into the club

### **Team building**

We can help you coordinate great social activities and workshops. We will also work with you and your team to create a team building event that will build the team spirit. Contact the Function Manager for more information

*Disclaimer: Prices, items, products and menus are all subject to change without notice.*

Function/event name: \_\_\_\_\_

Date of function: \_\_\_\_\_

Organiser's name: \_\_\_\_\_

I have read and understood these terms and conditions and by signing this document agree to be bound by the terms and conditions as set out above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please return this page with the deposit and confirmation sheet as soon as possible.*



## FUNCTION CONFIRMATION

Function name/Company name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Mobile number: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date of function: \_\_\_\_\_

Expected number of guests: \_\_\_\_\_

Function start: \_\_\_\_\_ Function finish: \_\_\_\_\_

Function type: \_\_\_\_\_

Function room name: \_\_\_\_\_

Bowling: Y / N Time: \_\_\_\_\_

Payment method: Cash      Credit card      Cheque      Electronic transfer

**Credit card payments**

*Please circle*

**Credit card type:**    Visa    MasterCard    Amex (3% surcharge applies)

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

**Credit card number:** \_\_\_\_\_

**Expiry date:** \_\_\_\_\_ **CCV No.** \_\_\_\_\_

**Cardholder's signature:** \_\_\_\_\_

**Bank Details for Electronic Transfer**

**Account Name:**            Waverton North Sydney Club

**BSB:**                        112 879

**Account:**                 043 689 186

**ABN**                         21 000 218 084

*All information remains confidential.*

A completed confirmation sheet, signed terms and conditions and the deposit are required to confirm all function bookings. The Waverton North Sydney Club reserves the right to cancel any tentative bookings not confirmed within 14 days. Cancellations are subject to the conditions identified in paragraph two of the terms and conditions document.

All correspondence can be faxed to 9929 9997 attention Functions Manager or emailed to [functions@wnsc.com.au](mailto:functions@wnsc.com.au)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_