

FUNCTIONS TERMS AND CONDITIONS

- 1. ROOM HIRE** – Deposit is to be made at time of the booking, comprising of the Room Hire Fee (\$500 for all wedding packages and \$300 for all other functions) and the bond (\$250) added together. A signed copy of these Terms and Conditions must be returned to the Function Co-ordinator.
- 2. BOND** - The \$250 bond will be held to cover any damages that may occur and will be refunded to you by direct deposit to you 14 days (14) business days after function date if no adjustments are necessary.
- 3. PRICING** – Every effort is made to maintain the price quoted at the time of the booking; however, prices are subject to change without notice. Pricings are inclusive of GST and are also subject to annual CPI increases.
- 4. MINIMUM NUMBERS** – Our Wedding packages are based on a minimum of 50 guests. Package prices will be adjusted accordingly should you have less than 50. You will be charged for the minimum if your numbers fall below this amount.
- 5. CANCELLATION POLICY** – Cancellation of any event is subject to the following conditions:
 - a. *60 Calendar Days or more prior to the event*
 - i. Withholding of the Room Hire fee.
 - ii. Return of the Bond.
 - ii. If the space is rebooked by the venue, the deposit will be refunded less the Room Hire fee (\$500 Weddings, \$350 all other)
 - b. *Between 7-14 Calendar Days prior to the event*
 - ii. 50% of the total cost of the function must be paid.
 - iii. If the space is rebooked by the venue, the deposit will be refunded less the Room Hire fee (\$500 Weddings, \$350 all other)
 - c. *Within 7 Calendar Days prior to the event*
 - i. 100% of the total cost of the function must be paid.
- 6. FINAL PAYMENT** – Full payment of account is required 7 days prior to your function. Additional liquor accounts are to be settled in full upon completion of your function. Payment can be made by bank cheque, credit card, direct bank transfer or cash.
- 7. CONFIRMED FINAL NUMBERS** – Confirmed final number of guests attending is required 10 days prior to your function. This number will be regarded as the final number for catering purposes, and you will be charged accordingly, even if fewer guests attend the event. Addition of extra guests attending after this time will need to be paid for before the event, if approved by the Functions Manager and Head Chef.
- 8. MENU SELECTION** - Final selection must be made 14 days prior to your function. Alternative menu requests are available to suit special dietary requirements, providing sufficient notice is given. Valentine Bowling Club prohibits food or beverages being brought onto the premises with the exception of celebration cakes etc. Please note that food items for function menus are not generally stocked, and therefore any late cancellations may still incur original charge. All menu items are subject to availability, every effort will be made to provide original request and consultation given whenever possible.
- 9. PUBLIC HOLIDAYS** - Functions held on a public holiday will be subject to additional charges.
- 10. RESPONSIBLE SERVICES OF ALCOHOL** - Due to licensing laws no liquor can be brought onto the premises by any guest at any function. Special requests must be organised and approved prior to event. Valentine Bowling Club enforces the Responsible Service of Alcohol and Responsible Gaming Laws. Liquor Licensing Laws prohibit the supply of alcohol to persons under the age of (18) years, breaches of this regulation may result in eviction from the premises or termination of the function.
 - a. Any breaches of the regulation warrants Valentine Bowling Club to refuse any refunds under any circumstances and guests will be asked to leave the premises.
 - b. The Management of Valentine Bowling Club reserves the right to refuse service and remove from the premises any person who is believed to be intoxicated, and/or terminate the function if guests do not comply with the club's responsible service of alcohol policy.
- 11. SMOKING POLICY** - Smoking is not permitted inside the premises, including the function room or veranda area.
- 12. CHILDREN** - Children are welcome to attend your function. Please note that children must be supervised by an adult and must stay inside the function room at all times.
- 13. 18TH BIRTHDAYS** - Valentine Bowling Club has a STRICT NO 18TH'S RULE with no Exceptions allowed.
- 14. 21ST BIRTHDAYS** – 21st Birthdays' may be held at the Club's discretion. (\$300 room hire, \$500 Bond) The club also requires a security guard /guards for the function depending on numbers for the whole duration of the event. This cost for security will be the client's responsibility.

TERMS AND CONDITIONS CONTINUED

- 15. ADDITIONAL ITEMS** – It is the responsibility of the client to place any additional items in the function room such as place cards, favours, decorations, seating plan, flowers etc. and remove them from the premises after the event. Valentine Bowling Club takes no responsibility for any items left behind.
- 16. TRADING HOURS** - The function room is available during the clubs ordinary trading hours with no extensions permitted.
- 17. MEMBERSHIP** – Valentine Bowling Club enforces the 5km radius rule, non-members are required to sign in, and in the event that the guest resides within the 5km radius that guest must be signed in by a member. Please note this is to comply with State Government Legislation.
- 18. DAMAGE AND/OR LOSS** - All care will be taken; however, Valentine Bowling Club accepts no responsibility for damage or loss of personal belongings or equipment during your function. The client will be financially liable for any damage sustained to or items stolen from Valentine Bowling Club property whether through their own action or through the action of their guests or appointed contractors. Should any damages occur your \$250 bond may be forfeited. Additional charges may be incurred for substantial damage.
- 19. BAR WAGES** – Expenses for bar wages may be incurred for functions other than Platinum, Gold, and Silver Packages.
- 20. EXTERNAL CONTRACTORS** – Contractors sourced from outside the club must have their own public liability insurance.
- 21. DECORATIONS** - The use of cello tape on walls and ceiling, any form of pin/tacs/nails is not permitted, the use of confetti (this includes metallic confetti or scatters), and rice is also prohibited and a cleaning fee of \$100 will apply if this request is ignored. All helium balloons must be tied down. All candle flames must be enclosed.
- 22. MEDIA RELEASE** – I permit Valentine Bowling Club and his/her licensees or assignees to use the video(s) and/or photographs therefrom and any other reproductions or adaptations therefrom either complete or in part alone or in conjunction with any wording and/or photographs for all uses including publicity and/or merchandising and/or editorial purposes in any country. I permit Valentine Bowling Club, and his/her licensees or assignees to use the video(s) and/or photographs therefrom and any other reproductions or adaptations therefrom either complete or in part alone or in conjunction with any wording and/or photographs for the uses of promotional and marketing purposes. Unless otherwise agreed the video(s) and any photographs or adaptations thereof shall be deemed to represent an imaginary person. No changes to the terms of this release are accepted unless agreed in writing by Valentine Bowling Club, his/her assignees or licensees or myself. I understand that I do not have any interest in the copyright to the video/photograph(s) nor shall I receive any payment. I am over 18 years old. (Participants who are under 18 years of age must provide evidence of consent by a parent or guardian to this model release.) I agree to all of the terms set out in this form by signing below.

Valentine Bowling Club reserves the right to decline or cancel any booking at any time.

By signing below, you acknowledge and understand the above Terms and Conditions, understand that this is a legally binding contract and agree to be responsible for this booking and abide by these terms and conditions.

Signature/s: _____

Full Name/s: _____

Date: _____