

Club Marion Function Contract

Terms & Conditions

Bookings & Room Hire

If you are booking a private function room, your room hire fee is required within 14 days of the tentative booking. If the room hire is not received and no contact is made within this 14 day period, your tentative booking will become void and your room will then become available to other parties of interest. The Club Marion Function Contract must be completed, signed and returned when your room hire payment is made.

Function Cancellations

Cancellations within 1 month of your function date will result in the loss of your room hire fee. Where cancellations occur within 14 days of your function date you will be responsible to pay all catering costs finalised between yourself the function coordinator.

Payment Terms

Packages and menus are valid until 31st August. Each year prices and menus are reassessed and may be subject to change. All functions after the 31st August will adopt the updated menu's/packages, including those booked prior.

All catering expenses relating to a function must be paid to Club Marion by cash, credit card or EFTPOS 14 days prior to your function. No refunds will be given for late cancellation of numbers.

For corporate clients' seminars, conferences or events a catering invoice may be provided by Club Marion, 5 days before your function after confirmation of numbers, with payment due within 7 days.

Catering & Final Numbers

All guests must be catered for when liquor is provided. Confirmation of menus and other arrangements should be finalized and payment made 14 days before the date of your function, including all dietary requirements, by returning the signed Function Details form. No refunds will be given for a reduction in catering numbers less than 14 days before your function. All platters will be served for a period of time by waiting staff and then placed on tables for self service. Platters must be served before 9.30pm for evening functions. Food is not to be brought into Club Marion for consumption, with the exception of Wedding/Birthday Cakes.

Minimum Catering Requirements

A minimum platter order applies depending on your confirmed numbers please see the Function Coordinator for more information

Catering Meeting

If you are having a wedding reception, set menu or platter function, the Club Marion function coordinator will contact you approximately 4 weeks prior to your function to organize a meeting with you to confirm the final menu selection and special requirements for your function.

Room Setup

Setup is to be confirmed by the client 14 days prior to your function. If you are having a wedding reception or set menu function a floor plan will be provided to you via email or in person for confirmation 14 days prior to your function.

Beverage

Beverage details are required 14 days prior to your function including wine selections. Where a bar 'tab' is required a credit card or cash must be lodged with the function bar staff on duty before the function commences, with payment being finalized at the end of the function. Our beverage options do not include table service; however this can be organized at an additional cost on request. No beverage may be brought into Club Marion for consumption.

Minors

Persons under the age of 18 years, under no circumstances are to attempt to purchase or consume alcohol whilst on the premise, even though an area may be booked privately. Club Marion reserves the right to refuse service of alcohol to patrons who are unable to provide suitable photo ID.

As per liquor license agreement, persons under the age of 18 years **MUST** vacate the premise by **12.00am**.

Responsibility

The client will be responsible for any damages/breakages to, or sustained to the Club Marion venue and/or equipment by the client and/or guests attending the function. Club Marion will not accept any responsibility for any loss or injuries or death sustained by any person as a result of equipment installed at the venue by the client or parties acting on behalf of the client. Club Marion accepts no responsibility for any goods or gifts at the function or any goods or gifts left behind at the conclusion of the function. Club Management reserves the right to exclude or eject any or all objectionable persons from the function and/or club without liability and to cease or close down any function if:

- Misleading information is supplied upon booking
- The law or acts are breached by a guest or attendee of the function
- If any inappropriate behaviour occurs towards other customers, general public, staff or Club Marion representative/s.

Further charges may apply due to damage or loss of business

If the contact on the day/evening of the function is different to the client (organizer), it is the client's responsibility to communicate these terms & conditions to the alternate contact person/s and guests attending.

Responsible Service of Alcohol

We reserve the right to refuse service and/or entry to anyone deemed to be exhibiting intoxicated or inappropriate behaviour. Alcohol that has been received as a gift cannot be consumed on the premises. Any guest refused service of alcohol due to intoxication will be asked to leave the venue immediately, regardless of his/her association with the hirer or organizer/s. We maintain the right to cancel an event at any stage without refund if the event or its guests are deemed unsafe, unhealthy or unruly.

PA/AV Equipment

Organiser's of the event are financially responsible for any damage or breakage of any equipment owned by Club Marion or hired by Club Marion on your behalf. Club Marion holds no responsibility for PA/AV equipment hired by the client/organizer of the event.

Decorations & Entertainment

You are welcome to decorate the room yourself at a time pre-arranged with the Function Coordinator. Only Blu-Tac may be used to affix posters, streamers etc. to walls & windows. We do not allow scatters or confetti. Due to WHS policies we do not allow any decorations to hang from the ceilings. If you choose to leave your belongings at Club Marion overnight they must be collected after 10am the following day, Club Marion does not take any responsibility if any damage occurs. If you are providing entertainment such as Jukebox, Band or DJ, you/they are required to supply all necessary cords, speakers & associated equipment. A time for "bump in" or deliveries must be confirmed with the Function Coordinator at least 5 days prior to your function.

Understanding your Due Dates

- Your booking deposit is required within 14 days of the tentative booking.
- Final catering numbers are required 14 days before your function.
- Beverage details are required 14 days prior to your function including wine selections.
- Setup is to be confirmed by the client 14 days prior to your function.
- All catering expenses relating to a function must be paid to Club Marion by cash, credit card or EFTPOS 14 days prior to your function.

Function Contract & Room Hire Details

Function Title: _____ Date of Function: _____

Contact Person: _____

Email Address: _____

Postal Address: _____

Phone: _____ Mobile: _____ Fax: _____

Start Time: _____ Finish Time: _____

Anticipated number of guests (Final numbers to be confirmed 14 days prior to function): _____

Function Room 1 & 2 \$400

Function Room 1 \$250

Function Room 4 & 5 \$400

Function Room 4 \$250

Financial members room hire discount \$100 (min 1 year m/ship) Member No: _____

The total Room Hire fee is required to confirm your booking \$.....

Payment Method: Cash

Credit Card

Cheque

Direct Deposit

Credit Card Information (only to be filled out if not making payment in person)

Card Holders Name: _____

Card Number: _____ Exp Date: _____ Sign: _____

Direct Deposit Information

Acc Name: Marion Sports & Community Club BSB: 085 375 Acc No: 52925 2769

Date & Name of function as banking reference Remitt. to: accounts@clubmarion.org.au

Corporate Clients details for invoicing

Name: _____ Company: _____

Billing Address: _____

Email Address: _____

Please return this Club Marion Function Contract completed signed and returned along with your room hire fee to confirm your booking.

Club Marion looks forward to hosting your function, please don't hesitate to contact us if you have any further queries.

By signing this form you hereby agree to the Club Marion Terms & Conditions.

Signature: _____ Date: _____