



## TERMS AND CONDITIONS FOR BOOKING FUNCTIONS

### 1. **BOOKINGS**

Club rooms may only be hired to a member who must be present during the entire function. Non-members who wish to book a function are made 'Provisional Members'.

### 2. **BAR HOURS**

The Club operates under a Club licence which is a valuable asset to the Club. Please refer to the permitted bar hours on the function booking form and apply for an extension if required. No negotiations can be entered into with staff on the evening of your function in regards to extending liquor service beyond times permitted by our licence.

### 3. **PRICING**

Room hire and linen charges agreed with the Food and Beverage Manager or Assistant Food and Beverage Manager at the time of booking will be fixed. It is important to note food and beverage prices are subject to change without notice. Prices charged will be those currently in place at time of function. All prices quoted are inclusive of Goods and Services Tax @ 10%.

### 4. **CONFIRMATION OF NUMBERS**

Numbers attending are required **7 Days** prior to date of function. This figure will be considered as final, and charges levied accordingly if they rise.

### 5. **DECORATIONS**

Table decorations (centre pieces) are the responsibility of the hirer. All decorations must be approved by the Club or its representative. The hirer is responsible for setting up and removing any special decorations. Any damage caused by decorations will be charged to the hirer.

### 6. **CATERING**

All food and liquor is to be purchased from the Club unless prior arrangements have been made with the General Manager. This will only be allowed in very special circumstances.

### 7. **ROOM HIRE**

The amount of room hire will be as negotiated with the Food and Beverage Manager/Assistant Food and Beverage Manager. Rates vary depending on the use of the room.

### 8. **ADDITIONAL CHARGES**

- a) **Equipment** Room hire charges include the cost of all normal catering equipment necessary for running the function. Special or extra equipment will be charged at the Hirers rate. Audio visual equipment for meetings is available at an additional charge.
- b) **Labour** Under normal circumstances there is no separate labour charge. However, functions held on public holidays will attract a labour surcharge of 20%..



**9. ACCOUNT PAYMENT**

Full payment of your function is required within seven days from the function date.

NB: For Weddings and other large functions we will require pre-payment of up to 90% of the estimated final bill 21 days prior to the function date.

**10. CANCELLATIONS**

Cancellations must be made in writing, and the following notice periods apply:-

Meetings/Seminars	-	6 weeks
Wedding Receptions	-	9 months
Dinners/Cocktail Parties booked for November/December	-	4 months
Dinners/Cocktail Parties booked January to October	-	3 months

When the above notice is not given, we reserve the right to retain the full deposit amount. If canceling up to 14 days prior to the event, 90% of anticipated food and beverage will be charged.

**11. GUEST BEHAVIOUR**

If the Club has a reason to believe that a specific event will affect the smooth running of the Club's business, its security or reputation, the Club reserves the right to cancel the event at any time.

**12. DAMAGES**

Missing items or any damage to the Club's facilities, furnishings or fittings will be charged to the organiser of the function.

**13. INSURANCE**

The Club will take reasonable care with the security of your property, but will not accept responsibility for the damage or loss of merchandise left in the Club prior to, during or after the function. Consequently, we recommend you arrange insurance for valuable articles.

**14. PARKING**

As this is a Private Club, parking is **limited** and no special parking arrangements can be approved for function guests. To assist with parking, we suggest that functions on Saturday and Sunday evenings in the summer start no earlier than 6.30pm. Gate Controller(s) will be required at the gate for ALL events wishing to use the club's parking facilities and charges will be billed to the Hirer.

**15. SMOKING**

Smoking is not permitted in any area inside the Club. Smoking is only permitted on external grassed areas.

**16. SECURITY**

The Club requires that a crowd controller(s) be employed for functions and charges will be the responsibility of the Hirer. For certain functions, the Club may at its discretion choose to waive this requirement.



**FUNCTION BOOKING FORM**

To be completed by Function Organiser

BOOKING IN THE NAME OF: .....

DATE OF FUNCTION: .....

AREA OF CLUB TO BE HIRED: .....

BILLING ADDRESS: .....

.....POSTCODE: .....

PHONE: ..... MOBILE: ..... EMAIL: .....

I acknowledge receipt of and agree to abide by the club's terms and conditions for hiring function rooms.

SIGNATURE: ..... PRINT NAME: .....

DATE: .....

NB: This form can be faxed for the attention of the Food and Beverage Manager/Assistant Food and Beverage Manager on 9364 6185 or posted to South of Perth Yacht Club, Coffee Point, Applecross WA 6153.

**LIQUOR LICENCE EXTENSION REQUEST**

Our permitted bar hours are as follows:

Monday to Friday	-	12.00 noon	to	12.00 midnight
Saturday	-	11.00 am	to	12.00 midnight
Sunday	-	12.00 noon	to	10.00pm

If you require alcohol to be served at your function outside of these times we will have to submit an application for a liquor licence extension on your behalf to the local licensing authority. 35 days notice is required and there is a \$75 fee. **NB** Special conditions apply on certain public holidays.

DETAILS OF EXTENSION REQUIRED: .....

SIGNATURE: .....PRINT NAME: .....

DATE: .....

**FOR OFFICE USE**

DATE BOOKING RECEIVED: ..... DEPOSIT RECEIVED: \$.....

RECEIPT NO: ..... PROVISIONAL MEMBERSHIP NO. ....

Version 06-08

