

CONDITIONS AND TERMS OF HIRE

DEPOSITS & CANCELLATIONS.

The Club utilises the concept of booking deposits to discourage the practice of pseudo booking, and to offset the Club's potential loss of revenue due to cancellations at late notice. The booking date is only secured after the payment of a deposit of \$750.

\$250 of the deposit is non-refundable and will be forfeited by the Client upon cancellation or postponement of a function more than 30 days prior to the function date.

\$500 of the deposit will be forfeited by the client upon cancellation or postponement within 30 days of the scheduled function date.

The entire \$750 deposit will be forfeited by the client if the function is cancelled within 14 days of the function date.

NOTE: Cancellations of functions booked for December will result in a forfeit of a minimum of \$500 regardless of forewarning and \$750 within 14 days of the function date.

VENUE

The area for hire includes the main function room (upstairs), the balcony and bathrooms. Access may also be granted to the kitchen and the rear upstairs storeroom upon request to the Bar Manager. The boatshed facility (downstairs), the bar and office are strictly out of bounds at all times. The entire interior area of the Clubrooms and building are designated as non-smoking areas. Smoking is only permitted outside on the balcony.

No opened alcohol is permitted to leave the licensed area as the area surrounding the Clubrooms is a designated dry zone.

DECORATIONS & ROOM SET-UP

Decorations utilised by the Client must not damage the venue or its fixtures in any way. As such the Club has a policy of not permitting the use of staple guns, nails, glues or adhesives on paintwork. Damage as a result of the use of these items will be charged to the Client appropriately.

The use of table-top candles constitutes a fire risk and is strictly prohibited.

GUEST NUMBERS

The Client will be required to provide an approximate number of guests at the time of booking confirmation. Within 7 days prior to the function, the Client must provide an accurate number of guests attending.

In the event of the Client selecting one of the Per Head Packages, the Club's staff will perform a minimum of 3 headcounts of guests on the premises during the function. In the event of a significant discrepancy between the actual guest numbers recorded by the staff during the night and the guest numbers provided by the Client prior to the event, the Client will be invoiced with the highest guest headcount figure recorded.

It is the responsibility for Client to ensure that guest numbers are managed appropriately.

MINIMUM SPEND

Functions where either the Full Cash Bar or Consumption package is selected will be subject to a minimum spend of \$400 over the bar. In the event that \$400 worth of drinks is not purchased or supplied over the bar during the function, the client will then be invoiced for the shortfall. This is not applied to the Per-head Packages (i.e Basic, Premium and Elite).

PRICE ADJUSTMENTS

Whilst the Adelaide Rowing Club aims to ensure that the prices detailed in this package are as accurate as possible at the time of publication, the Club does reserve the right to alter our prices at any time without notice, in line with any price changes that may be imposed on the Club by its suppliers.

DAMAGE AND THEFT

In the event of damage occurring to either the Clubrooms, or the any of the Club's equipment (including theft), the client will be deemed liable and the cost of repairs or replacement will be added to the final invoice. An administration fee of 25% of the total cost of repairs or replacement shall also be charged.

A charge of \$5.00 per item of broken glassware (not caused by staff) will be added to the invoice.

BAR SERVICE

The Club's bar staff are current Club members, and the Bar Manager will ensure that there will be a minimum of 1 badged Responsible Person on duty at every function.

All drinks, alcoholic and non-alcoholic, are to only be served by the Club's bar staff, including any drinks that the Client has arranged to supply under our BYO provisions. This is for the protection of guests and our staff, and is also a requirement of the liquor license that the Club operates under. Additionally, no alcohol is to be brought onto the premises of the Club without the consent of the Bar Manager

The Club is only responsible for providing bar staff. The Club has no responsibility for other staff sourced by the Client, such as caterers and waiting staff.

PERSONAL PROPERTY

The Club accepts no responsibility for the loss or damage of any property brought into the venue by the Client, guests or other third parties. All personal property remains the responsibility of the Client or their guests.

DEPARTURE

Once function has finished and/or the Club's liquor license expires, guests have 15 minutes to finish drinks and then an additional 15 minutes to vacate the premises. Failure to comply will result in additional fee of \$100.00 per half-hour (or part thereof). The Club has a liquor license, which expires at various times depending the day of the function. No extensions can be granted to prolong the duration of a function beyond this time and therefore, service of alcohol will cease immediately at this time. The Bar Manager can be contacted to determine the time at which this occurs.

CLEANING

In the event that the Bar Manager deems the amount of cleaning after an events conclusion to be beyond reasonable expectations, an extra charge of no less than \$100 and no more than \$300 will be charged at the Bar Manager's discretion.

GUEST BEHAVIOUR

Adelaide Rowing Club has procedures in place to protect the interests of the Club, its staff and members, the Client and the Client's guests for the duration of a function.

- A liquor licensing infringement occurring on the Club's premises;
- Damage to the Clubrooms, and the Club's equipment, by guests;
- Violent or abusive behaviour by guests towards staff and/or other guests.

A pro-active approach will be primarily applied by the Club's staff to prevent these events from occurring. There will be an attempt to contact the Client to inform them of the situation as a courtesy, but the decision of the final actions to take will be determined solely by the Club's badged Responsible Person/s. This may result in the following actions being taken:

1. A verbal warning being issued to the offending person.
2. Refusal to continue service of alcohol to the offending person.
3. Eviction of the offending person from the Club's premises, using necessary force as permitted by law if required.
4. Refusal to continue service of alcohol to all guests.
5. Complete shut-down of the function, and removal of all guests from the Club's premises.
6. Calling the Police to remove offending persons who refuse to leave the Club's premises after being directed to do so.

The Club's bar staff, as representatives of the Club, have the right to evict any person(s), and/or shut-down any function, at any stage during the function, regardless of the wishes of guests or the Client, if they feel that their personal safety, the Club's liquor license, the Club's property or other interests are at risk.

The Bar Manager may also request details prior to the function of any security measures that the Client intends to take to ensure the safety and protection of staff and guests, and may request further measures be taken if he or she is unsatisfied with the measures proposed by the Client.

INSURANCE

The Club bears no responsibility for any potential liability caused by third parties that are hired by the client, such as security guards, caterers, DJs. These third parties are expected to have their own personal and professional liability insurance policies in place.

FINAL PAYMENT

The Bar Manager will issue an invoice to the Client within 7 days of the date of the function. Full payment is required within 7 days of the date of issue on the invoice.

Note: The \$750 deposit will be deducted from the total cost of the function, following the successful completion of the function.

ADELAIDE ROWING CLUB FUNCTION HIRE AGREEMENT

(Please complete this form, initial each page of this agreement and return to the Club with deposit payment.)

I, _____ (PRINT NAME) of _____

(ADDRESS)

Hereby declare that I have read the Adelaide Rowing Club Function Room Hire Agreement, and agree to bound by the terms and conditions laid out by the Adelaide Rowing Club in the Function Room Hire Agreement Documents.

I understand that I am liable for all breakages, damage and vandalism. I also agree to return the Club Room to the same state that I found it.

I HAVE ENCLOSED THE MEANS TO PAY A DEPOSIT OF \$ 750.00 (GST INC.) BY EFT/CREDIT CARD (CIRCLE ONE)

Electronic Fund Transfer

Credit Card Payment: Mastercard/VISA

Payment via internet bank transfer from your cheque or savings account to the Adelaide Rowing Club bank account:

Name as it appears on Card: _____

Card Number: ____/____/____/____

BSB: 633-000

Account: 137439527

Expiry Date: ____/____ **CVV:** ____

I AGREE TO PAY THE OUTSTANDING INVOICE BALANCE WITHIN 7 DAYS OF THE INVOICE DATE.

The date of my function is ____ / ____ / ____, and the approximate number of attending guests is _____. I agree to advise the Bar Manager as soon as possible if expected guest numbers significantly change. I have arranged for the following security arrangements to be put in place: _____

I require access to the room by _____ am/pm on ____ / ____ / ____ . The scheduled function start time is _____ am/pm and the scheduled end time is _____ am/pm (no later than 1am).

SIGNED: _____ DATE: ____/____/____

Phone: _____

Email address: _____

**Please Scan and return Function Hire Agreement with completed Payment Details to the Treasurer at:
Treasurer@AdelaideRowingClub.com.au**