

Function Booking Agreement Form

Thank you very much for considering CLUB **SWANS** to host your very special event

Confirmation - To secure your date, CLUB **SWANS** requires this Function Booking Agreement Form signed and the room hire fee paid within fourteen (14) days of your enquiry. Your estimated number of guests will also be required at this time.

Deposits - The deposit is the room hire fee, which must be paid to secure your date. The room hire fee for the Level 2 Players Lounge is \$550.00, Level 3 \$1100.00 for whole day (GST included).

Final Numbers & Catering - Catering and final numbers must be provided in writing no less than five (5) days prior to your function.

Final Payment - Once final numbers are received five (5) days prior to your function; catering, decorations, security, entertainment and audio visual will be invoiced and must be paid prior to your function. If there is a bar beverage bill from your function, we require payment on the day after your function concludes.

Surcharge - For Sunday and Public holiday functions, an additional \$4.00 per person will be added to your charges due to higher wage costs.

Details of Function - To ensure that your function is a success, we request that all details sent to you in a confirmation letter be approved via email, fax or letter.

Minimum Numbers - Minimum numbers for conferences on Level 3 are 30 people. Minimum numbers for a cocktail style function, sit-down meal or BBQ are 50 pax.

Capacity - Room capacities based on function style:

- Level 2 Players Lounge & Terrace - 220 pax
- Level 3 cocktail – 500 pax
- Level 3 conference theatre style – 300 pax
- Level 3 conference classroom style – 140 pax
- Level 3 seated buffet style – 200 pax
- Level 3 seated 2-3course – 300 pax

Responsible Service of Alcohol - CLUB **SWANS** practices Responsible Service of Alcohol. If any guests or delegates at a function are reaching intoxication or are under the legal drinking age they will be refused alcoholic beverages.

Breaching RSA laws incurs fines of up to \$5,500.00, both to the club and to any persons supplying alcohol to an intoxicated or under age individual. Employees of CLUB **SWANS** have a duty of care to all guests and patrons. We strive to ensure each visit is a pleasant and safe experience.

Minors - Any persons under the age of 18 must be in the presence of a parental guardian at all times.

Cancellation by the Club - If CLUB **SWANS** has the reason to believe that a function or event will affect the operations of the Club, its security or reputation; it reserves the right to cancel the function.

Cancellation by the Client - We understand that unforeseeable circumstances may arise and your booking may need to be cancelled or postponed. We would like to make the cancellation process as simple as possible provided ample time is given.

All cancellations must be in writing.

If your function is cancelled with a written notice of more than 60 days prior to your function, your deposit will be refunded in full.

If your function is cancelled with a notice of 30 - 60 days, your deposit will be retained by CLUB **SWANS**.

If your function is cancelled in less than 30 days prior to your function, your deposit will be retained by CLUB **SWANS** and a cancellation fee of 25% of the total projected cost of the function will be charged by CLUB **SWANS**.

All final numbers are required no less than five (5) days prior to your function. If your function is cancelled within 7 days prior to your function, your deposit will be retained and your total catering, entertainment, security, and / or audio visual cost will be charged in full.

Cake - Cakes are welcome; cakage fee is \$1pp and the total amount will be based on the final confirmed number of guests.

Damage to Club Property – Organisers are financially responsible for any damage sustained to Club property during functions. A security deposit may be required.

Parking – The nearest available parking is at the Kings Cross Parking Station in Ward Avenue, adjacent to the Kings Cross Police Station. The walk to the Club is approximately 3 – 4 minutes via a direct route in front of the police station. Upon request, security staff can be provided to members as an escort to the parking station.

Member Rates - \$11 for a five hour period on producing current membership card. The rates are not available on Friday and Saturday nights after 6pm as the car park is usually filled to capacity by 9pm.

Security – For the protection of patrons, a security guard appointed by the club may be required for the duration of the function under the advice of the events & functions manager. The cost of \$35.00 per hour will be charged to your final account. We require a four (4) hour minimum duration for security hire.

Dress – All guests must conform to the club's dress code of neat, clean & tidy. The Club reserves the right to refuse entry.

Membership – Club rules indicate that a private function organiser attending the function must be a member of the Club, for attendees to be bona fide guests. If the organizer is not a member on booking a function they will be required to become a member of the Club, which is \$5.50 per annum.

We look forward to hosting your future event, here at CLUB **SWANS**.

Today's date _____

Client Name (print) _____

Type of Function _____

Date of Function _____ Estimated number of guests _____

For Deposit: ___Cash___Chegue___VISA___AMEX___Mastercard Amount _____

Credit Card No _____

Cardholder's Name _____ Exp Date _____

Signature _____

For EFT payment please provide your payment receipt with the signed agreement form.

Westpac Bank
BSB: 032 032
A/C: 182 327