



ST GEORGE LEAGUES CLUB

FUNCTIONS—TERMS & CONDITIONS

Function Terms & Conditions

Function bookings may be made by Members and Non-Members. The person booking the function is responsible for their guests and anyone under the age of 18 years.

All Non-members entering the Club must sign in at the door. Guests must either be a member of the Club, live outside the 5km radius or be signed in by a Member.

All guests must abide by the dress code of the Club.

A minimum of 40 adults is required for all function bookings from Monday to Thursday and 50 adults on Friday, Saturday & Sunday.

Please Note: During the NRL season function rooms can be changed at short notice when a home game is allocated to Kogarah St George Leagues Club only has 8 weeks notice of which day Friday to Monday the game will take place.

If you are booking your function during the NRL season please check with the function office if it is a home game weekend and note that it may affect your booking.

1. Confirmation of bookings

Tentative bookings must be confirmed within fourteen (14) days. To confirm and secure your function a signed Terms & Conditions form accompanied by the requested deposit must be received within the 14 days of the initial booking. The Club reserves the right to cancel any booking not confirmed after 14 days without any further correspondence.

2. Deposit

Bookings for banquets, cocktail or buffet functions - deposit of \$500 is required

Bookings for seminars, conferences or meetings – room hire cost paid in advance is required. Payment can be made by cash, credit card or cheque. All cheques should be made payable to St George Leagues Club Lt.

3. Cancellation of Booking

All cancellations must be received by letter, fax or email. Refund of any monies will be determined by the date of the written notice received.

60 days notice – full refund, 30 days notice – refund of 50%, 14 days notice - 15% of the total value will be charged, 48 hours notice - 50% of the total value will be charged

4. Function rooms must be vacated within thirty (30) minutes of the finishing time.

Any extension of time (over standard 5 hours) must be arranged prior to the function date. Additional charge for time extension is \$4.00 per person per hour (without beverages) \$7.50 per person per hour (with beverages)

15% surcharge applied to all Public holidays

Early admittance to function rooms by customers for display/decoration set up is not guaranteed, unless the room is booked and a room hire fee is charged.

5. Quotations for functions are based on the understanding that should your function decrease by more than 20% from the original number booked, an additional charge of \$250 may apply or your function moved to a more suitable sized room at the Clubs discretion.

6. Menu selection & Beverage requirements are required two (2) weeks prior to the function.

Note: Tap beer is only available for functions of 50 or more pax, less than 50 pax bottled beer will be available.

7. Confirmation of numbers

Confirmed numbers of guests and final payment is required three (3) working days prior to the function. This is regarded as the minimum number for catering purposes. Charges will be adjusted if numbers are increased. Number of guests must not increase by more than 5% within 48 hours of the function.

8. The moving or cancellation of any function remains at the discretion of the Club in the case of unforeseen operational circumstances.

has been arranged for your function, payment must be made in full at the completion of the function.

9. Payment in full is to be made three (3) working days prior to the function.

No reduction of costs or refunds will be given after this time should your number of guests decline. If a Dry Till beverage account has been arranged for your function, payment must be made in full at the completion of the function.

10. The Club's Policy prohibits any food or beverage (alcoholic or otherwise) being brought on to the Club's premises.

11. No smoke machines are permitted in the function room.

Guests in Fancy dress must enter the Club via the side entrance – there will be no admittance of guests in fancy dress to the general areas of the Club before, during or after the function. No yard glasses are permitted.

12. The organiser is financially responsible for any damage sustained to the Club, or any club property during functions.

13. The Club takes necessary care, but accepts no responsibility for the loss or damage to the property of the client or guests before, during or after a function. This includes gifts or decorations brought on to the premises.

14. The Club practises the Responsible Service of Alcohol policy. Whilst it is our aim to serve guests with alcoholic beverages in a professional and responsible manner, it is Club policy not to allow intoxication, underage drinking or violent or abusive behaviour.

15. Prices are subject to change without notice or until full payment of the function has been received.

16. No meetings to commence before 8.30am unless prior permission is granted by Management. If AV Technical assistance is required before 8.30am a fee of \$50 per 30 minutes will be incurred.

Your computer

You are welcome to use your own laptop at your function and to connect to St George Leagues Club's AV equipment. However, please keep in mind that we cannot guarantee compatibility between your computer equipment and ours, and that **St George Leagues Club staff will not be able to operate your laptop, or change it's settings.** We are able to offer the use of Club laptops, depending on which applications you require for your function.

It is important for the smooth running of your function and to avoid embarrassment to your guests, that all computer and AV operations, whether on your own laptop or a St George Leagues Club laptop, are thoroughly tested before the day of your function. Please contact the function office to arrange a time to test your equipment

I have read and accept the conditions above:

Function Type: _____

Function Date: _____ **StartTime:** _____ **FinishTime:** _____ **PaxNo:** _____

Contact Name: _____ **Email:** _____

Postal Address: _____

Company Name: _____

Billing Address: _____

Phone: _____ **Mobile:** _____ **Fax:** _____

Membership Number: _____ **Signature:** _____

Please sign and return via Fax: 95531890 or email catering@stgeorge.org.au