



## TERMS AND CONDITIONS

### Confirmation of Bookings

Tentative bookings will be held for up to fourteen (14) days only. Bookings will be confirmed upon receipt of a \$300 security deposit and the completed confirmation booking form. The club reserves the right to cancel any booking without any further correspondence.

### Payments

A security deposit of \$300 is required to secure your booking. Fifty per cent (50%) of the estimated charges must be paid 3 months prior to the event. Final payment must be made 14 days prior to the event. Payments can be made cash, credit card, Eftpos or internet banking.

Final charges agreed to on the day of the event must be settled at the conclusion of the function by cash, credit card or Eftpos.

### Cancellation Policy

All cancellations must be notified in writing. When functions are cancelled after confirming the booking, clients forfeit the full deposit and payments for the function.

If the event is transferred or postponed (subject to availability), all payments will be transferred the new agreed date. Note: an event cannot be transferred or postponed more than once in any 12-month period.

If the Club has reason to believe that a function or event will affect the security, reputation, or running of the Club it reserves the right to cancel the function or event.

### Guaranteed Numbers

A guaranteed minimum number of guests attending a function is required 14 days prior to the date of the event. The Client will be charged in accordance with this number. Any meals provided in addition to this number will be charged accordingly (including meals for performers, DJs, tech staff etc).

### Function Details

All function details including menu selection, bar accounts, floor plans, equipment and other requirements must be confirmed 14 days prior to the function. Note careful consideration must be given to your function requirements, as these cannot be changed after confirmation. Everglades Country Club reserves the right to adjust room set-ups to ensure all safety and fire regulations are met.

### Food and Beverage

Club policy and licensing laws does not allow for food and beverage to be brought onto the premises for consumption. Celebration cakes are excluded from this policy. Food and beverage may be purchased from within the venue (excluding bottleshop) and taken to meeting rooms for consumption.

Special dietary requirements must be advised in advance, when confirmation of booking details is provided.



## **Prices**

Menus are subject to change according to product availability. All menu prices are current at the time of issue and every effort is made to maintain prices as quoted. The Client will be informed of any price changes that occur. All prices are inclusive of GST. Members discounts do not apply to function prices.

A cakeage fee of \$50 will be charged and \$2 per person applied where staff are required to cut and serve a client's celebration cake on individual plates.

Beverage packages must be prepaid and all guests must be included in beverage packages.

## **Surcharge**

All functions held on a Sunday will incur a 10% surcharge and for functions held on a public holiday a 15% surcharge will apply. A service charge may apply for beverage service depending on confirmed numbers. The service charge will be \$50 per hour (min. 3 hours).

## **Responsible Service of Alcohol**

The function client (organiser) is responsible for ensuring their function is conducted in an orderly manner and comply with club policy and government regulations. Functions that involve the service of alcohol are subject to responsible service of alcohol requirements. Everglades Country Club has a legal obligation to prevent staff from serving alcohol to:

- Any person that is intoxicated;
- Any person whose conduct is disorderly or anti-social;
- Any person under the age of 18 or person suspected of being under 18 who cannot produce a valid proof of age photo ID; and
- Any person or buys or supplies alcohol to a person under the age of 18.

The function client (organiser) has an obligation to notify guests of these requirements.

Please note; serious fines are in place for minors who obtain alcohol on licensed premises to both the venue and individual. Fines are also in place for people who purchase or supply minors with alcohol.

## **Security**

Security may be required at functions deemed appropriate by the Club. The number of security personnel required will be determined by the Club based on the type of function and the number of guests in attendance. The client is responsible for the cost of security for the function. Security personnel will be engaged by the Club and will report to and are be directed by Club staff only.

## **Membership**

Section 23 of the Registered Clubs Act requires that our function rooms are booked by a member of Everglades Country Club or on behalf of a member attending the function. Membership forms are available at the Club's reception. Social membership is \$10 per year, or \$25 for 3 years. Additionally, entry to the club is to be in accordance with the Registered Clubs Act. If your attendees or guests live within a 5km radius of the club, they will need to be a member of Everglades Country Club, a



reciprocal club or be signed into the Club by a current financial member. Persons under 18 years of age are permitted to attend functions, under the supervision of an adult at all times.

### **Fire Safety**

Function rooms are equipped with fire exit doors and fire extinguishers. In the event of a fire, guests are to follow the instructions of club staff. Fire doors must not be obstructed with furniture, displays, stands etc. Smoke machines, open flames/lamps are not permitted.

### **Decorations**

Clients, third party providers or function guests wishing to place banners, posters, memorabilia, electronic equipment, lighting, or decorations in any of our function rooms must obtain prior approval from the club and must comply with Club policy and safety regulations. Access to decorate the function room is 2 hours prior to the function (subject to change).

### **Damage to Club Property**

Function clients (organisers) are financially responsible for any damage sustained to Club property during functions and events. The Club will not be held responsible for any loss or damage to any function client's or guest's personal property left in a function room before, during or after a function or event. The cost of loss or damages will be charged to the client or deducted from the security deposit paid.

### **Third Parties**

Clients must provide certificates of currency for public liability insurance for any third-party provider attending the function or event. A third-party provider includes any other business entity contracted directly by the client, to provide goods and services at the function or event, such as soloists, duo's, trio's, bands or any other live entertainment.

### **21<sup>st</sup> Birthdays**

There are specific rules for the conduct of 21<sup>st</sup> birthday celebrations. All 21<sup>st</sup> birthday celebrations held at Everglades Country Club must be booked in a function room. Upon entry to the function all guests over 18 years of age will be issued with a wrist band after presentation of proof of age. All guests under 18 years of age must be accompanied by a parent or guardian. Only guests displaying the wristband may be served alcohol. All 21<sup>st</sup> birthday celebrations are required to have security (no exceptions). The Club will supply security guards at the expense of the Function Client (organiser). One Security Guard per 100 guests or part thereof. The cost is \$350.00 per Security Guard for six hours. Security is required to commence 30 minutes prior to function and finish 30 minutes after function is completed. To manage the consumption of alcohol, the Club can provide drink tickets for the Client to distribute to guests. All 21<sup>st</sup> birthday celebrations must include a meal. The bar will be closed during food service. Club policy states no shots, no doubles will be served. Responsible service of alcohol policy will be enforced.



**CONFIRMATION BOOKING FORM**

Event Name: \_\_\_\_\_

Date of Function: \_\_\_\_\_ Time \_\_\_\_\_

Room: \_\_\_\_\_ No. of People: \_\_\_\_\_

Organisation: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Contact: \_\_\_\_\_

Email Contact: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Billing Email: \_\_\_\_\_

I understand and agree to the terms and conditions for booking a function at Everglades Country Club

Client's Name: \_\_\_\_\_

Client's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Everglades Functions**

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