**Capacity and room hire**

Auditorium Capacity – 180 (Sit-down rounds) $500 + $200 Bond

Star Room Capacity - 50 (Sit-down rounds) $300 + $100 Bond

**Bar person**

Star Room functions – 1 x bar person - $150

Show Room functions – less than 50 guests – 1 x bar person - $150

Show Room functions – 50 guests or more - $150 per bar person (may require 2 bar staff)

**Confirmations**

**Tentative bookings** will be held for up to **14 days** only, from invoice date.

***Booking is not confirmed until we receive a $250 non-refundable deposit. This amount will be invoiced upon booking.***

All menu selections, final attendance numbers, bar accounts, seating plans, function specifics & equipment requirements must be confirmed no later than **14 days prior to the function date**.

Minimum numbers for Private Functions is **30 guests OR $1000 minimum spend**.

**Cancellations**

All cancellations must be notified in writing:

A cancellation more than 60 days prior to the function date will result in a full refund of any room hire and bond paid.

A cancellation less than 30 days prior to the function date will result in the loss of any room hire and bond paid.

Transferred or postponed functioned are subject to availability. In the event of an approved postponement, all deposits will be transferred to the new agreed date & marked as paid.

Note: A function cannot be transferred or postponed more then once in any 12month period.

Cancelled prior to 7 days must pay 50% of agreed bill

Cancelled prior to 14 days full refund less deposit

No refund of booking if cancelled within a 48-hour period prior

**Payments**

Full settlement of the catering account **MUST be paid NO LATER than 14 days prior to function date**.

If a ‘bar tab’ is required, the allocated amount must be paid no later than 7 days prior to the function date. Any funds not used from the bar account will be refunded by Bank Account (within 7 business days). In the event your bar account reaches the allocated amount, the function host will be notified & an extension can be made upon request with the Club Services Manager. Any outstanding settlements or bar accounts must be paid prior to the completion of your function.

Any refunds will be completed by Bank Transfer (within 7 business days of the functions completion)

**Accepted methods of payment include: cash, Eftpos, Mastercard & Visa.**

**We do not accept personal cheques, bank cheques, Diners Card or American Express.**

***Public Holiday Surcharge 15%***

***Sundays 10%***

***$50 Cakeage Fee***

***$2 pp cut cake & serve***

**Club Membership**

**To hold a function at Everglades Country Club, the function host (person making the booking) must be a social member of the club. Membership is $5 for one year, or $10 for three years.**

Please inform out Functions Manager at the time of a tentative booking if you are not a member of the club, as you will be required to join.

**Due to government regulations, all guests who enter the Club (be it for a function or to utilise the Club’s facilities must fall into one of the following categories:**

Current member (membership card must be shown upon entry), or Temporary member (those who live outside the 5km radius of the club) or a current reciprocal member of the Bowling or Gold Club, or Guest of member (those who reside within the 5km radius who are not members of the Club or a reciprocal member of a Bowling or Golf Club) must be signed in by a member of Everglades Country Club.