

TERMS & CONDITIONS



TENTATIVE BOOKINGS

Tentative bookings will be held for 5 working days only. We reserve the right to release a tentative hold without providing notice. No deposit is required for a tentative booking.

CONFIRMATION OF BOOKING

The minimum duration for function room hire is 4 hours (excluding functions held at The Dome which are to be agreed upon between the client and the host).

The following documents are required for confirmation of a function:

- Signed booking quote
- Signed terms & conditions
- Valid Credit card number

PAYMENT SCHEDULE

AMOUNT	DUE
Deposit	Upon signed booking quote
50% of balance	5 weeks prior to function
Full balance (including Bar TAB if applicable)	3 weeks prior to function

- A non-refundable deposit is required for all confirmed function bookings.
- Please note, no menu changes or refunds are accepted after full payment balance is received.

GUARANTEED FINAL NUMBERS

The guaranteed final numbers of guests attending the function are required three weeks prior to the

commencement of the event. This is the minimum number of guests for which you will be charged, regardless of attendance to the event. A surcharge will apply should your numbers increase.

CANCELLATION POLICY

In the event you have to cancel your confirmed function booking, the following will occur:

- Function cancelled 21 working days prior to the function date, will be invoiced room hire fee only.
- 21 working days within of the confirmed function date, you will be invoiced for 100% of the invoice (including catering and room hire fees).

The above cancellation policy includes rescheduling your function date; however please speak with our function manager to discuss whether other options may be available to you.

SURCHARGES & DISCOUNTS

Host discounts & points will only be applied for food & beverages purchased using a tab card. A surcharge will apply on all public holidays with a 20% loading fee being applied to the invoice total.

SECURITY

For your piece of mind and safety, a security guard will be added to your function should your numbers exceed 100 people or more. This will be charged to your function invoice at \$40 per hour.

LOSS, DAMAGE & RESPONSIBLE CONDUCT

- Loss or damage to the venue, carpet, fixtures, fittings and/or contents caused by the organiser/hirer, guests, agents or contractors before, during or after the event will be the financial responsibility of the organiser/hirer. Deer Park Club accept no responsibility for loss or damage to merchandise or other property during your time at the venue.
- The Deer Park Club will not be held responsible for any losses sustained if a function is disrupted or cannot proceed due to any reason beyond our control, which includes power failure or interruption, flooding or water main breakages, fire, robbery and are not limited to these reasons.
- Should any damages, theft or additional cleaning or maintenance be required to The Deer Park Club facilities and/or Club property that occurs before, during or after the function by any guests is the responsibility of the host/person who has accepted these terms & conditions and will be on-charged accordingly.
- Deer Park Club Management reserves the right to remove any guests from the premises if they behave in an unreasonable manner.
- Management reserves the right to control volume of all music and entertainment should it be deemed as an interference with other areas of the venue.
- The host is required to ensure that parking of guests and suppliers' use appropriate parking bays.

RESPONSIBLE SERVICE

- The Deer Park Club practices Responsible Service of Alcohol and abides by Liquor Licensing Law, therefore has the right to refuse and deny any persons the service of alcohol, and will ask that any persons leave the premises immediately as stated on the Liquor Licensing Signs displayed, and will not operate outside of these guidelines.
- The Manager on Duty reserves the right to at any time during the function cease bar service, and close or terminate the function if any guest causes a disturbance to the venue or function, with no requests of refunds considered.
- The Bar facility will close 15 minutes prior to the end of your event; however guests may be able to purchase bottled drinks at the Managers discretion.
- The host/organiser is responsible to ensure that any underage guest does not consume alcohol whilst on the premises of the Deer Park Club. Failure to do so will result in the immediate ejection from the venue and

termination of the function, with no requests of refunds considered.

- The club does not condone use of drugs, and conducts a "NO TOLERANCE" policy. People caught in the possession of drugs or under the influence of drugs, will be removed from the club premises immediately & directed to the appropriate authorities. The club reserves the right to cancel the function on the spot upon usage of prohibited substances.

LOUNGE & DOME

Our Facilities are available for a variety of functions, on the condition that any function does not include any form of public nudity or sexually explicit entertainment. This is prohibited under the Club rules. The club reserves the right to cancel any function immediately upon breach of this rule and withhold **any** deposit or bond.

- Minors are allowed to attend functions at the club. However, all minors must be under the supervision of parents and/or guardians for the full duration of their attendance at the club. Parents and/or guardians accept full responsibility for minors. Children are not allowed to run on the greens and disrupt other patrons.
- The club will not host any 16th, 17th, 18th or 19th birthday parties under any circumstances.

CATERING

- The minimum amount for Buffet or Set Menu catering is 50 Adults. There will be no refund issued should less than 50 Adults attend any function.
- Numbers of Adults and Children attending needs to be confirmed at least 3 weeks prior to the function.
- It is the responsibility of the host/organiser to advise the Function Manager of any and all dietary requirements of their guests at least 3 weeks prior to the function.
- The only food and beverage to be consumed on premises is to be supplied by the Deer Park Club, except for the Celebration Cake or candy buffet (see conditions).
- Under no circumstances will food be allowed to be taken from the Function Rooms other than the celebration cake or candy buffet (see conditions).
- In accordance with Food Safety Regulations, function food is not available as 'take away'.
- Upon opening a TAB card we require a licence and Credit Card, which will be held in our tills and returned to the Host at the conclusion of the function.

- Bar TAB cards are available; all balances of Bar Tab Cards are due at the conclusion of the function.

- There is a fee for cakes brought into the venue that are cut & served on Platters.

Celebration Cake: \$35 per cake

Candy Buffets: \$50 Fee

- Candy Buffets are permitted on the conditions that the Deer Park Club takes no responsibility for any damages and /or breakages and that the candy bar must only contain packaged chocolates and candy – this does not include slices, cakes, or desserts. If any of these items are included on the Candy Buffet – a fee of \$200 will be incurred. Please see function manager for a list of acceptable items.

EQUIPMENT, ENTERTAINMENT & DECORATIONS

- The Deer Park Club welcome hosts/organizers to supply their own approved entertainment and room decorations.

A list must be provided with any external supplier/company names, contact person, phone number, delivery/pick up and arrival and departure times as well as email a current a certificate of currency or Public Liability insurance prior to the date of the function to the Functions Manager.

- The function host must ensure that any external entertainment suppliers provide a hosting service for the duration of the function. No entertainment services (including jumping castles, kids play equipment and services) are to be left unattended nor are they the responsibility of the Dee Park Club.

- The Deer Park Club takes no responsibility and will not be accountable or liable for any damages, injuries, accidents or incidents that occur from the result of any service or product brought into the function room as entertainment, prior, during or after the function, which includes during set up and take down. This includes IT Equipment, Juke Boxes, DJ's, and Photo Booths, Toys, Children Entertainers/Entertainment, Balloon Arrangements, Table Centrepieces and the like.

- Hosts/organizers are given access to the function room/s for set-up at the Function Managers discretion depending on room availability. Please note this will not

be before the Deer Park Club opening hours which can be found via the website.

- At no time may decorations be attached to walls, ceilings or curtains. Please discuss all options with the Functions Manager.

- It is the responsibility of the host/organiser to arrange a trial of any IT equipment to ensure the functionality prior to the day of the function.

- All electrical or mechanical equipment brought onto the premises must be confirmed with management prior to the function and clearly labelled with safety 'tagged and tested'.

- No candles, sparklers or confetti may be used at any time without prior permission from management.

- Staples, tacks and sticking plasters are prohibited.

- Any decorative requirements outside these guidelines must be discussed and arranged at least 14 days prior to function and may attract a bond or additional cleaning charge (min \$250).

- The host/organiser is required to ensure that the guests and suppliers parking using appropriate bays.

FOOTWEAR

- Flat soled footwear is advisable on the premises. Patrons wearing heeled footwear of any kind will not be allowed on the greens to bowl. No exceptions will be made. For the safety of all guests bare feet are only acceptable on the green itself, footwear must be worn in all other areas.

PHOTOGRAPHY

- We regularly take photos or videos at functions and events throughout the year. Some of these images may even be used in future Deer Park Club promotions and possibly on our website or Facebook page. If you object to images of you or your group being used in this way please tick this box

CREDIT CARD INFORMATION

CARD TYPE (VISA/MASTERCARD) – PLEASE CIRCLE

CARD NAME _____

CARD NUMBER _____

CARD EXP _____ / _____

CLIENT TO SIGN AND DATE

Today's Date: _____

Function Date: _____

Print Name: _____

Signature: _____

**Please ensure the client has initialled the bottom of each enclosed page*