

FUNCTIONS @ GLENELG FUNCTION CENTRE

TERMS AND CONDITIONS

1. The Glenelg Footballers Club Inc. and Glenelg Football Club Inc. conduct the Glenelg Function Centre and Glenelg Cricket Club.
2. To confirm an event we require the terms and conditions be signed and accompanied by a deposit. The deposit amount for any room and any style of function at any time of year is set \$400.00. This deposit amount will be deducted from your final function invoice and is required within 7 days of tentatively booking a room.
3. If you are booking any part of our complex, your booking deposit is required within 7 days of the tentative booking. If no deposit is received, and no contact is made within this 7 day period, your tentative booking will become void and your room will then become available to other parties of interest.
4. The deposit will *only* be refunded if a minimum of 4 weeks notice of the event date is given in writing or at the discretion of the Glenelg Footballers Inc.
5. Please note that from your initial booking when approximate numbers are taken, we will allow clients to have up to 20 people more or less than the initial approximation. If the number of people attending drops by more than 20 people, we will charge 20% of their lost income on the final account.
6. Confirmation of menus and other arrangements should be finalised 21 days before the date of the event, including dietary requirements. Final numbers are required 5 working days prior to the event. Numbers given at this time will be considered final and the client will therefore be deemed responsible to pay the full amount booked for.
7. All function accounts are to be settled 48 hours prior to the event. Outstanding amounts are to be settled at the completion of the event. These payments can be accepted in cash, by cheque or credit card. Credit cards accepted include VISA, MasterCard, Bankcard, American Express or Diners. *If an account is not settled at the completion of the event a 10% service fee will be charged.*
8. Every endeavour is made to maintain prices and menu selections as printed. These, however, may be subject to alteration without notice.

Liability and Damage

1. The client is financially responsible for any damage or theft incurred at the Glenelg Function Centre, or any other part of the Glenelg Football Club or Glenelg Cricket Club, by organisers, guests of the organiser or any person attending the function.
2. The Glenelg Function Centre will not accept responsibility for damage to or loss of any goods left in the venue prior to, during or after a function.
3. The Glenelg Function Centre does not accept responsibility for any damage to or loss of any vehicle while parked on the property.
4. Nothing is to be nailed, screwed or adhered to in any way, to any wall, door or part of the building. Charges will be incurred by the client, for repairs or cleaning arising from unauthorised actions. We do not allow scatters such as confetti etc.
5. Security personnel will be arranged by the Venue Manager for functions where it is deemed appropriate. Should the Venue Manager deem that your event require security personnel, discounts to room hire costs will not be applicable.
6. The Glenelg Function Centre reserves the right to expel or eject from the venue any person or persons attending a function who behaves in an objectionable and/or inappropriate manner and in line with the Responsible Service of Alcohol Code of Practice

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7. Prior approval of the venue is required for the use of smoke and dry ice machines, special balloon effects and/or pyrotechnics due to the effect on the venue smoke detectors. Should the fire brigade respond to an alarm in the event room, which has been set off by unauthorised use, the client will be liable for any charges incurred by the venue.

General

1. Persons under the age of 18 years old are under no circumstances to attempt to purchase or consume alcohol whilst on the premises, even though an area may be booked privately. Glenelg Football Club and Glenelg Function Centre staff has the right to refuse service of alcohol to patrons who are unable to provide suitable photo ID if requested.

2. No food or beverages may be brought into the Glenelg Function Centre for consumption during an event, as per HCAP Guidelines (Wedding Cakes Excluded). Glenelg Function Centre can authorise guests to cater for themselves (food only) for events booked in the Cricket Club.

BOOKING CONFIRMATION

To confirm your booking, please sign this booking confirmation to acknowledge you have agreed to our Terms and Conditions and return with the nominated deposit

Name: _____

Signature: _____

Today's Date: _____

Position: _____

Company: _____

Billing Address: _____

_____ Post Code: _____

Ph: _____ M: _____

Fax: _____

Email: _____

FUNCTION INFORMATION

I wish to book the: _____ Room

On (Day and Date): _____

For: _____ people

Function Title: _____

Client Contact on the Day: _____

I have read, understood and will adhere to the Terms and Conditions listed above.

T - 8294 5333

E - functions@glenelgfc.com.au

