

Warners Bay Sports Club



The Wedding And Function Venue

Warners Bay Sports Club

7 Charles Street

Warners Bay NSW 2282

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www.warnersbaysportsclub.com.au

Terms and Conditions

Warners Bay Sports Club

1. **Wedding Deposit/Room Hire** – Deposit is to be made at time of the booking, \$250 for Cocktail Package, \$500 for Forever Package – 2 course package (4 Hour Maximum Room Hire). A signed copy of these Terms and Conditions must be returned to Management. Cancellation of the event within 90 days will incur a fee of 50% of deposit; within 60 days will incur a fee of 100% of deposit.
2. **Wedding Bond** – The \$250 bond will be held at confirmation of final numbers (14 days prior) to cover any damages that may occur and will be refunded in full by direct deposit within, 14 days (14) business days after function date if no adjustments are necessary.
3. **Pricing** – Every effort is made to maintain the price quoted at the time of the booking; however, prices are subject to change without notice. Pricings re inclusive of GST and are also subject to annual CPI increases.
4. **Minimum numbers** – Our Cocktail and Forever packages are based on a minimum of 50 - 90 guests. Finger Food and all other functions have a minimum of 50 guests. You will be charged for the minimum in the event that your numbers fall below this amount.
5. **Final Payment** – Full payment of account is required 10 days prior to your function. Additional liquor accounts are to be settled in full upon completion of your function. Payment can be made by bank cheque, credit card, direct banks transfer or cash.
6. **Confirmed Final Numbers** – Confirmed final number of guests attending is required 14 days prior to your function. This number will be regarded as the final number for catering purposes and you will be charged accordingly, even if fewer guests attend the event. Addition of extra guests attending after this time will need to be paid for before the event.
7. **Menu Selection** – Final selection must be made 14 days prior to your function. Alternative menu requests are available to suit special dietary requirements, providing sufficient notice is given. Warners Bay Sports Club prohibits food or beverages being brought onto the premises with the exception of celebration cakes etc. Please note that food items for function menus are not generally stocked, and therefore any late cancellations may still incur original charge. All menu items are subject to availability, every effort will be made to provide original request and consultation given whenever possible. (Please see attached menu selections)

8. **Public Holidays** – Functions held on a public holiday will be subject to additional charges.
9. **Responsible Service of Alcohol** – Due to licensing laws no liquor can be brought onto the premises by any guest at any function. Warners Bay Sports Club enforces the *Responsible Service of Alcohol* and Responsible Gaming Laws. Liquor Licensing Laws prohibit the supply of alcohol to persons under the age of (18) years, breaches of this regulation may result in eviction from the premises or termination of the function. **The Management of Warners Bay Sport Club reserves the right to** refuse service and remove from the premises any person who is believed to be intoxicated, and/or terminate the function if guests do not comply with the clubs' responsible service of alcohol policy.
10. **Smoking Policy** – Smoking is not permitted inside the premises, including the function room.
11. **Children** – Children are welcome to attend your function. Please note that children must be supervised by an adult and stay inside the function room at all times.
12. **18th Birthdays** – Please note that Warners Bay Sports Club does not permit 18th Birthday's to be held at our venue.
13. **21st Birthdays** – 21st Birthdays may be held at the Club's discretion. \$250 room hire, the club also requires a security guard/guards for the function (50 ppl and over requires 1 security guard – 70 ppl requires 2 security guards). This cost for security will be the client's responsibility. The Security Guard will be booked by Warners Bay Sports Club.
14. **Additional items** – It is the responsibility of the client to place any additional items in the function room such as place cards, favors, decorations, seating plan, flowers etc.
15. **Trading Hours** – The function room is available during the clubs ordinary trading hours. (Function times to be discussed with Management).
16. **Membership** – The host of the function will be required to be a financial member of Warners Bay Sports Club. Warners Bay Sports Club enforces the 5km radius rule, non-members are required to sign in. A sign-in register will be supplied at entry of Function Room/Area. Please note this is to comply with State Government Legislation.
17. **Damage or Loss** – All care will be taken however Warners Bay Sports Club accepts no responsibility for damage or loss of personal belongings or equipment during your function. The client will be financially liable for any damage sustained to or items stolen from Warnes Bay Sports Club property whether through their own action or through the action of their guests or appointed contractors. Should any damages occur your bond/deposit may be forfeited. Additional charges may be incurred for substantial damage.

18. **Bar Wages** – Expenses for bar wages may be incurred for functions.
19. **External Contractors** – Contractors sourced from outside the club must have their own public liability insurance.
20. **Decorations** – The use of cello tape on walls and ceiling, any form of pin/tacs/nails is not permitted, **the use of confetti (this includes metallic confetti's or scatters)**, and rice is also prohibited and a cleaning fee of \$100 will apply if this request is ignored. All helium balloons must be tied down. All candle flames must be enclosed.

Warners Bay Sports Club can offer a professional décor contractor. Contact details can be obtained on request if required.

Warners Bay Sports Club reserves the right to decline or cancel any booking

