

# Terms & Conditions

Any Person booking a function with Cabramatta Rugby League Club is required to be a financial member.

## Booking Confirmation

Tentative bookings will be held for 12 days in our calendar.

Payment of a non-refundable room charge will secure your booking.

Room hire fee is applicable to all social members of the club. The Function manager will provide information on room hire fees.

A booking fee of \$300 is required for all functions booked

If your deposit is not received within twelve (12) days, your booking date will be released for sale to other interested parties.

All fees associated with your function must be paid in full one (1) week before your function date. If payment is not received, we reserve the right to cancel any function.

## Final Arrangements

Confirmed attendance numbers, entertainment, room layouts, start & finish times, must be confirmed at least fourteen (14) days prior to the function. Menu and beverage details must be finalised and confirmed at least seven (7) days prior to the function

The organiser agrees to begin and vacate the function space at the scheduled times agreed upon.

All functions are scheduled for five (5) hour durations

Bar and entertainment must cease fifteen (15) minutes before finishing times.

All Corporate box functions must cease by 12am sharp.

All Auditorium functions must cease by 1am.

## Public Holidays

Any Function booked which falls on a public holiday incurs an additional fee of \$100 per hour for the duration of the function.

## Audio

Private DJs and jukeboxes can be booked at the patron cost. Audio equipment is not supplied by the club and if needed an operator can be booked at \$50 per hour. Our resident DJs are employed by Mini Music DJ hire. If background music is required, alternatively an iPod can be handed to management and will be played randomly during the night. No access to the audio room will be available.

Use of our screens, compatible with PCs laptops, is available with one week's notification and a trial is necessary before the day of the function.

### **Decorations & Catering**

You are welcome to decorate the room, although we can provide prices upon request for balloon and flower centrepieces. We ask that you do not use sticky tape or thumb tac

Smoke machines, confetti/ rice is not permitted.

You are welcome to bring in potato chips and nibbles on plates provided by you. However, hot items like Party pies & Sausage rolls including sandwiches are NOT permitted.

Catering in the Auditorium and Corporate box must be booked using Glorious Palace. No external catering companies are permitted.

### **Security**

All functions required security.

21<sup>st</sup> Birthday celebrations incur extra security, deemed necessary by the club. This will be charged to you by the hour, at a cost of \$50 per hour. All 5 hours functions will need security for 5 ½ hours.

Any function booked in the corporate box requires security.

Management reserves the right in determining whether a function warrants the use of security.

The function organiser is deemed to have assumed responsibility for any conduct resulting in damages caused during the function by any of their guest or other persons attending the function, whether in the designated function area or in any part of the club. Function organisers will be responsible to ensure the orderly behaviour of their guests and the club reserves the right to intervene if necessary.

### **Licensing Requirements**

It is against the law for Cabramatta rugby leagues club and /or its staff to supply alcohol to any person who is intoxicated and any decision this matter rests entirely with management.

It is also against the law to allow liquor to be sold or supplied to a minor on club premises

Guests under 18 must always be accompanied by a responsible adult.

### **Identification**

Guest will be bound by club entry regulations. A person attending a function who resides within five (5) kilometres of the club at which the function is held, and is not a member, must be signed in by a member.

For this reason, the person booking the function must be a member of Cabramatta Rugby League club.

Guests must also comply with the club's dress regulations.

### **Cancellation Policy**

We understand that circumstances may occur that lead to cancellation of a function. Should this occur the following charges apply:

- If cancellation is made 30 days prior to the event date the full amount paid to the date will be refunded.
- 29-14 days 50% of the deposit paid will be refunded
- Less than 14 days' notice no reimbursement of any monies paid
- Less than 7 days' notice no reimbursement of any monies paid and catering must be paid

Cancellation is not deemed to have been made until the function's manager receives advice in writing.

### **General Information**

The Club takes all necessary care but takes no responsibility for the loss or damage to the property of the guest or clients, before, during or after the event. This includes gifts, decorations or personal property brought onto the premises.

No 16<sup>th</sup> or 18<sup>th</sup> Birthday Parties.

Strictly NO SMOKING in all function rooms

Thank you for choosing Cabramatta Rugby League Club to host your function.

Please contact 97278788 if you have any questions.