



Function Terms and Conditions

The following pages must be read thoroughly. It must be signed and returned to the Functions Manager when confirming a function and with payment of the room hire.

1. **BOOKINGS** – A room hire fee will be charged for all functions at Hibbard Sports Club. To secure your booking the Club requires a signed terms and conditions agreement and payment of a non-refundable room hire fee. If cancellation occurs this amount is NOT refunded. In the event that your room hire fee is not received and this Agreement is not signed and returned within one month of making a tentative booking, your booking will be cancelled.
2. **PRICE** – All menu and beverage prices are inclusive of GST. Prices are subject to change up until confirmation of menu choices (at least one month prior). A public holiday function will attract a surcharge.
3. **COMMENCEMENT OF BOOKING AND VACATING OF VENUE** – The organiser agrees to begin the function at the scheduled times as agreed upon. If the function extends into the evening the completion of the function will coincide with the closing of the Club, at a time to be determined on the night by the Duty Manager.
4. **RESPONSIBLE** – The Club practises responsible service of alcohol in accordance with the 1997 Liquor Licence Act. All extended time and alcohol service is at the discretion of the Functions Manager and bar staff on duty. The staff have the right to refuse service of alcohol to any guest it considers to be under age, intoxicated or behaving in an offensive manner and they will be asked to leave the premises immediately. The Functions Manager and Duty Manager also have the right to conclude the function if deemed necessary. In the event of early closure, no costs will be refunded.
5. **COMPLIANCE** – It is understood that the organiser will conduct the function in an orderly manner in full compliance with the Club's regulations and with all laws. The management reserves the right to exclude or eject any and all objectionable persons from the venue without liability. The Club also reserves the right to control the sound levels of your event.
6. **DRESS CODE** – Organisers and their guests must at all times adhere to the Club dress code. Footwear is to be worn AT ALL TIMES.
7. **RESPONSIBILITY** – Organisers are financially responsible for any damages and/or breakages sustained to the Club or Club's property as a result of negligence or a malicious act by the organiser, organiser's guests, invitees or other persons attending the function.
8. **CANCELLATION** – In the unfortunate event that a confirmed booking is cancelled, the deposit is non-refundable.
9. **CLEANING** – The venue is to be left in a tidy condition. General cleaning is included in the cost of room hire, however, if cleaning requirements following your function are judged to be excessive, additional cleaning charges will be incurred.
10. **SMOKING** – The venue is strictly non-smoking. The areas where smoking is allowed are clearly signposted throughout the Club.
11. **MINORS** – Under the NSW Registered Clubs Act children must be in the immediate company of a parent or guardian and are to be supervised at all times. Illegal alcohol consumption will not be tolerated.

12. **FOOD SAFETY** – In complying with the Food and Safety Standards clients are unable to provide their own food and beverage to the Club. This also includes nibbles (e.g. chips, peanuts, crackers, lollies etc). Clients are not permitted to remove any unused foods/leftovers (celebration cakes excepted) from the premises at the conclusion of the function unless approval has been obtained from management. If food/leftovers are taken from the premises (with or without approval), clients do so at their own risk.
13. **BYO** – No BYO alcohol or food is permitted on the premises. Guests found with BYO alcohol or food will have the offending items confiscated for the duration of the event.
14. **PERSONAL PROPERTY** – The Club will take all necessary care but will not accept responsibility for damage or loss of any client's property in the Club before or during the function. No equipment is to be left in the Club overnight.
15. **21ST BIRTHDAYS** – a **\$300** refundable bond is required.
16. **SECURITY** – Hibbard Sports Club reserves the right to enforce the provision of security if necessary at particular functions as an extra expense to the organiser.

EVENT PREPARATION

CONFIRMATION OF YOUR FUNCTION IS REQUESTED 30 DAYS PRIOR TO YOUR FUNCTION DATE. **\$150.00 NON-REFUNDABLE** Deposit must be paid by this date (minimum 25 people).

Final numbers of guests must be confirmed **5 WORKING DAYS** prior to your function and this number will be catered and charged for. Full payment is required **5 DAYS** prior to your event.

ROOM HIRE

\$150 ROOM HIRE FEE includes tables set with white linen tablecloths and coloured serviettes for menus one, two, three and four. There is a charge of **\$3.00 per cloth** for finger food functions (only food tables are clothed). **\$35.00** for tea/coffee. **\$50.00** tea/coffee for wakes.

There is an additional **\$60.00 SET UP FEE** required for weddings.

\$20.00 per hour for meetings held in the function room.

\$50.00 Room Hire for Wakes

BAR SERVICE (STUBBY BAR)

There is a **\$100.00** charge required to have the bar opened (minimum 30 people). All bar service will cease at 11.00 pm or at the discretion of the supervisor on duty.

BAR TAB

Any bar account accrued during a function must be finalised on the day. Cheques will only be accepted by prior arrangement. EFTPOS and Credit Card facilities are also available excluding American Express and Diners Card.

Please read the above Terms and Conditions carefully, sign below and return it to Hibbard Sports Club.

I have read and accept the conditions stated in this Agreement.

Date of Function:.....

Full Name:.....

Company name (if applicable).....

Email address.....

Phone:.....

Signature:..... **Date:**.....