



FUNCTION BOOKING FORM:

ENQUIRY DATE: ____/____/____

Enquiry Only Tentative Booking Confirmed Booking

Thank you for your enquiry. Please complete and return this Booking Form in person to Reception or email to functions@gunnedahservicesclub.com.au and info@gunnedahservicesclub.com.au

- + Please note your booking will be considered "tentative" until Room Hire Fees are paid IN FULL.
- + All Catering and other Costs in relation to your Function must be paid for in FULL at least seven (7) days prior to your Function date.

BUSINESS / INDIVIDUAL NAME: (if appropriate)

ABN:

Street Address:

Suburb / Town: State: Post Code:

Postal Address:

Mobile No: Email:

Contact Person:

FUNCTION DETAILS:

Event Date: ____/____/____ Alternative Date: ____/____/____

Event Title:

Type of Event: (please tick)

- Meeting Presentation Networking Workshop Party Fundraising Event Wake Wedding Reception
- 21st Trivia Night Other (please specify) _____ **(Club does not do 18th Birthday Parties)**

Arrival Time: _____ Arrival Time of Guests: _____

Starting Time: _____ Food Serving Time: _____ Closing Time of Event: _____

- Access to the Room will be made available 30 minute prior to the Event unless otherwise requested.
- Number of Attendees (this will determine the space that needs to be booked)

Auditorium Green Room Bowls Auditorium BBQ Area Baxter Room Carters Room

Room Layout:

Theatre U-Shape Cabaret Classroom Boardroom

Half Day: Full Day: Consecutive Days: Other: _____

FURTHER INFORMATION:

Please check off any Equipment you may need: (please tick)

Laptop - \$100 plus \$100 Security Deposit Data Projector & Screen - \$50 plus \$50 Security Deposit

Screen Only Wireless Internet access Whiteboard Microphone Lead Lectern

Music: Live Band Juke Box Other: _____

Electronic presentations:

Note: It is recommended that all presentations on key drive be tested on our projector at least one (1) week prior to any function as we prefer to check that the formatting is compatible with our Laptop.

DIRECTIONS for FUNCTIONS COORDINATOR:

1. Please send (via email) through your event running sheet and requests at least three (3) weeks prior to:

Chef Maintenance & Cleaning Bar/Gaming Manager Administration Supervisor Reception

Bowls & Sports Co-ordinator (if applicable) Reception (for any signage, wrist bands etc.)

2. Final numbers for catering are required two (2) weeks prior to your function/event so we can sit and advise as to availability and costs. All food MUST be paid seven (7) days in advance. Quoted and confirmed numbers will be Invoiced and no refunds for non-appearances by guests and extra's will be charged at full retail pricing for non-function meals. (if required)

3. Please advise if a Dry Till or Bar TAB is required. NO YES and amount if known \$ _____

4. Will the dry till be for Tap Beer, House Wine and Soft Drinks Only or do you wish to stipulate? _____

5. Will Tickets need to be arranged for your event? YES NO (if so please provide full details in writing)

6. All 21st birthday parties require the organiser to pay for Security (organised by the club) for the entire period of the Function. Security is charged at \$65 per hour with a minimum charge of 4 hours.

7. Is early entry required? YES NO Time requested: _____ (subject to approval)

8. Room Deposit must be paid to secure the Booking minimum 14 days prior to the event.

Other Special requests or Notes:

TERMS & CONDITIONS GOVERNING ALL FUNCTION BOOKINGS

Agreement – Gunnedah Services & Bowling Club agree:

We, us or our means the Gunnedah Services & Bowling Club (ABN: 11 000 056 860) & you or your means the hirer.

The agreement comprises these Terms & Conditions and the Schedule. The Agreement cannot be changed unless we agree in writing. These Terms & Conditions override any terms and conditions you may wish to impose.

The premise means our function rooms the premises (both) located 313 Conadilly St Gunnedah. NSW. 2380.

CLUB ENTRY

All guests attending an event at the club are required to comply with the sign-in requirements of the Registered Clubs Act 1976 (NSW) or any other State or Federal legislation. Guests are advised to produce photo ID as proof of address upon entering the club.

POLICY

Gunnedah Services & Bowling Club practices Responsible Service of Alcohol. If any guest or delegates at a function are reaching intoxication or are under the legal drinking age, they will be refused alcoholic beverages. Breaching RSA laws incur fines of \$5,500 both to the club, to any person supplying alcohol to an intoxicated or under age individual. In accordance with Licensing Laws, if a person is deemed intoxicated, they will be directed to leave the premises.

SMOKING

All function rooms are Non-Smoking. Outdoor smoking areas are easily accessed from our function rooms and guests are allowed to smoke only in these outdoor areas. If guests do smoke inside and set of the club alarms, there is a \$500 call out fee for the fire brigade that will be charges as an additional cost to the function. Further, if a person is found smoking within the club, except an outdoor area they will be asked to leave the club as they have breached the tobacco laws.

PREMISES

We will make the premises available to you on the date(s) and time(s) specified in the Schedule.

You and your employees, agents and invitees use and occupy the premises at your own risk.

You must comply with and ensure that your employees, agents and invitees comply with this agreement and any rules or directions for the use of the premises advised by us from time to time.

We reserve the right for us and our employees, agents to have free access to all parts of the premises at all times.

PAYMENT – CONFIRMATION & FINAL NUMBERS

You MUST pay the Gunnedah Services & Bowling Club a. Room Hire fees in full at least 7 days prior to your function. b. All catering and other costs relating to your function must be paid in full seven (7) days prior to your function. A penalty for late changes in numbers will occur. Your payment options are: Cash, EFT, Bank Transfer, Visa or Mastercard. (No American Express) Personal cheques will not be accepted. Business cheques must be presented 21 days prior to the event.

CANCELLATION

In the event of a cancellation, costs will have been incurred in terms of rostered staff and food ordered. The costs of cancellation are as follows and relate directly to the period of notice provided: a.) One (1) calendar month or more – full refund. B.) 14 days to one (1) calendar month – 50% refund of deposit. C.) less than 14 days – No refund. All cancellations must be in writing and be made by the person who organised the function.

BEVERAGES

If you have made a specific request for beverages the Club does not ordinarily provide and the Club had to order in specifically for your function at your request, any refund of that component will be subject to the supplier accepting the stock for credit. There will an additional \$50 administrative charge by the club for administration and handling costs.

DAMAGE

The event organiser is responsible for the behaviour of the guests. Any damage reported will be assessed and payable by the organiser. In some circumstances we may request a \$500 bond be charged.

INDEMNITIES

You are liable for and release and indemnify us and our employees and agents against: a.) loss or loss of use or damage or destruction to the premises and our property; and b.) any claim, demand, loss or cost in respect of personal injury, death or loss of use of or damage or destruction to any other property, caused by your breach of this Agreement, your negligence, wilful act or omission, or the negligence, wilful act or omission of your employees, agents or invitees.

INSURANCE

You must not do or omit to do or permit to be done or omit to be done, anything which might affect any insurance policies held by us in respect of the premises. If applicable, you must obtain and maintain the following insurance policies for the hire with a reputable insurer approved by us; a.) public liability insurance for not less than \$20million for each claim; b.) workers compensation insurances as required by law; and c.) loss or damage to your goods, equipment and materials on the premises for their full replacement value. If we ask, you must give us evidence of these insurances, including certificates of currency. You must notify us immediately if you become aware of any circumstances which result or may result in a claim being made against us in respect of the use of the premises.

OUTDOOR BBQ AREA

All Music played at any Outdoor function in any area of the Club will be required to have the volume set at an acceptable level so as not to disturb motel guests and residing residents with music to be turned of completely by 11pm

ASSIGNMENT

You cannot assign your rights under this Agreement without our permission, which we can refuse or condition in our sole discretion.

TERMINATION

We may terminate this Agreement immediately by giving written notice if you commit a serious breach of this Agreement. (in our opinion, acting reasonably). Otherwise this Agreement will terminate at the end of the hire period.

I HAVE READ AND AGREE TO THESE TERMS & CONDITIONS

NAME: _____

DATE: _____

SIGNATURE: _____

ROOM HIRE FEES:

Monday to Friday:

AUDITORIUM:	½ Day - \$250	Full Day - \$500
GREEN ROOM:	½ Day - \$150	Full Day - \$250
CARTERS ROOM:	½ Day - \$150	Full Day - \$250
BAXTER ROOM:	½ Day - \$150	Full Day - \$250
BOWLS AUDITORIUM:	½ Day - \$150	Full Day - \$250
BBQ AREA:	½ Day - \$150	Full Day - \$250

Saturday and Sundays add \$50 to above pricing. Public Holidays will incur an additional 20% surcharge:

Other Fees may be applicable:

Bond \$500

Security \$260 per person (minimum 4 hours)

Cleaning Fee \$150 (Will be automatically charged if Confetti and or Table Scatters are used)

Deposit required is 50% of the Total Food costs plus any additional Beverage costs as per Terms & Conditions and MUST be paid to Secure the Date and Room.

NO Deposit = NO Booking Confirmation

Payment Options:

Credit Card Payment: Cardholders Name: _____

Credit Card No: _____

Expiry Date: _____

CCV No: _____

Amount: \$ _____

(Signature of Cardholder) Authorised by: _____

EFT PAYMENTS:

Account Details: *(name of account payment is coming from)* _____

Date & Amount paid: _____

(If making a payment this way, please note Name & Function date: e.g. smith 01012020)

Our Bank Details are:

Gunnedah Services Club Bank: CBA BSB No: 062-551 Account No: 00260641

INTERNAL OFFICE USE ONLY: (tick the boxes when completed)

- Entered into Electronic Diary** **Written up in Function Diary**

Information sent by email to:

(include day, date, time, seating arrangements and all special requests, menu options etc.)

- Chef** **Bowls Co-ordinator** **Bar Manager** **Cleaners** **Reception**

CHECKLIST:

- Agreement Signed and T&C's explained Bond paid (if required)

_____/_____/_____ _____/_____/_____

- Deposit paid to secure date Room Hire paid Function packs provided

_____/_____/_____ _____/_____/_____ _____/_____/_____

- Date for follow up meetings Date for Final Menu Special Requests Ordered

_____/_____/_____ _____/_____/_____ _____/_____/_____

- Equipment Hire Ordered and Organised Serviettes & Table Cloths Ordered

_____/_____/_____ _____/_____/_____

- Bowls & Sports organised Staffing requirement sent for Rosters

_____/_____/_____ _____/_____/_____

- Beverage requirements organised Bar Tab or Accounts Set Up

_____/_____/_____ _____/_____/_____

- Kitchen informed of confirmed numbers Final check all Equipment & Hire gear arrived

_____/_____/_____ _____/_____/_____

- Event / Function Run Sheet written and Distributed to all Club areas

_____/_____/_____

- Check Staff rosters and Cleaners for Set Up

_____/_____/_____

- Contact Patron to confirm all arrangements

_____/_____/_____