



ABN 28 000 005 890

The Cheltenham Recreation Club Limited

60-74 The Crescent, Cheltenham NSW 2119 Phone/Fax 9876 2629 www.crcl.org.au

EVENT TERMS & CONDITIONS

BOOKING CONFIRMATION

To secure your booking a signed copy of the Event Terms & Conditions together with the payment of a deposit fee \$100.00 is required to secure your event.

If a deposit is not received as requested, the management of the Club may allocate the venue to another client. Bookings are up to four (4) hour duration for the allocated area.

All functions must cease by 11.00pm. Last drinks will be called half an hour prior to closing.

The club requires that 50% of the catering paid for at least 7 days prior to the event when the Club's catering packages is elected.

CANCELLATIONS

Should a cancellation occur after the payment of a deposit, the following policy will be applied: With notice in excess of 7 days a full refund will be made.* With notice less than 7 days, initial deposit plus 50% of the total cost of the catering will be forfeited.*

All Cancellations need to be made in writing to the Club. All refund of any funds shall be determined by the date of the written notice received

FUNCTION GUESTS

To hold an event at the Cheltenham Recreation Club one of the event organisers must be a member of the Club. The Registered Clubs Act requires all guests to be signed in to the club, please notify your guests that proof of age will be required. Social Membership is available for \$10.00 per subscription year.

PAYMENT & FINAL NUMBERS

Confirmation of final numbers and catering and beverages must be made no later than seven (7) days prior to the function date. This ensures there is enough time for stock to be ordered. Full payment is required at the conclusion of the event. Payment can be made by cash or credit card. If an invoice is required, you must let the Club know before the commencement of the event.

FOOD & BEVERAGE

Catering by arrangement or elect the Catering packages. The Cheltenham Recreation Club does not permit BYO beverage.

RESPONSIBLE SERVICE OF ALCOHOL

The event organiser acknowledges that it is the Club's responsibility to ensure that all requirements of legislation concerning the sale and consumption of alcoholic beverages are complied with. The Club reserves the right to refuse beverage service to guests believed to be affected by alcohol or other substances. Purchasing and/or supplying alcohol to minors by any member of your party will result in the event being terminated immediately.

LOSS OR DAMAGE & INSURANCE

Whilst our staff will exercise all due care, the Cheltenham Recreation Club will accept no liability for loss or damage to any property owned by its clients, or their participants, contractors. Event organisers are financially responsible for any damage sustained to property or equipment owned by the Cheltenham Recreation Club.

DECORATIONS

Nothing is to be nailed, screwed, stapled or adhered to any wall, door, window or other part of the building. Any damage sustained by the Club while hosting your event will be your responsibility. If you are having decorations, cakes, etc delivered directly to the Club, please make prior arrangements with the Club to ensure we are aware of your storage requirements. Decorations are to be removed at the conclusion of your event.

NOISE LEVEL COMPLIANCE

As the Club is in a residential area in the event noise levels are deemed too high, the Club will request music and/or other excessive noise be reduced so not to disturb neighbouring properties. If the noise continues, music, alcohol and other services may cease.

RIGHTS OF THE CLUB

The Club reserves the right to complete control of the venue, including all means of entering or exiting the premises. This includes the right to refuse entry to any person or persons or the removal of any person whose behaviour is objectionable, improper or undesirable in the opinion of the Cheltenham Recreation Club staff and/or contractors to the club. The Club reserves the right to close any function where the behaviour of guests becomes unmanageable or poses a danger to other guests or staff.

CHILDREN & MINORS

Children under the age of 18 years of age are permitted in the function area under the supervision of a responsible adult, minors. No person under the age of 18 will be served alcohol as per the Liquor

Act 1982 and NSW Registered Clubs Act 1976. The event organiser will be held responsible for any breaches of the Liquor Act of providing alcohol to minors should this occur.

PRIVACY

The Cheltenham Recreation Club (the "Club") acknowledges and respects the privacy of individuals. We advise that the information you have provided is "personal information" as defined by the Privacy and Personal Information Act 1988. This information is being collected for the purposes of processing your booking, reservation or enquiry, keeping you informed of upcoming events and assisting us in improving our service to you. The provision of the information has been collected as specified above you have a right of access to, and alteration of, personal information concerning yourself in accordance with the Act. The information has been collected by the Club and will be held by the Club. Please direct any enquiries you may have in relation to this matter to the Club.

SMOKING

Smoking is not permitted inside any part of the club.

EVENT TERMS & CONDITIONS

Please sign and return the following to the Club

Day & Date of event: _____

Contact Name: _____

Address: _____

Contact Number: _____

Email: _____

Approximate numbers: _____

Approximate start time: _____

Deposit Amount: _____ Paid on: _____

Catering Deposit: _____ Due on: _____

MASTER CARD VISA AMEX CARD NUMBER _____

EXPIRY . __/__/__ CCV _____

I have read and accept the Terms and Conditions outlined in the previous pages by Cheltenham Recreation Club.

Signature:

Date: _____ Member No: _____