

Terms and Conditions – Central Leagues Club

DEPOSIT

Tentative bookings are held for a period of seven (7) days. To secure your booking we require

A SIGNED COPY OF OUR TERMS AND CONDITIONS ALONG WITH A \$300 DEPOSIT.

In the event of cancellation the deposit will only be refunded if the room is rebooked. The \$300 deposit will be deducted from the final catering account 7 days prior to the function when final numbers & final payment are confirmed.

Function times are based on 5½ hours. Functions are to be finalised half hour prior to the club closing. Club trading hours are from 10am, but earlier access can be arranged with the Functions Manager.

NUMBER

A minimum number of 40 adult guests are required for functions from Monday to Thursday.

A minimum number of 60 adult guests are required for functions from Friday to Sunday.

A minimum charge of \$13 per person for cocktail finger food is required for Friday to Sunday.

ROOM HIRE

Free (conditions apply)

NB: Community Groups & Non Profit Organisations that we encourage to use our rooms when available we would appreciate that you respect & return the room(s) as you found them.

Acceptance of the room(s) in its original setting will incur no set up fee, but any alterations will incur the setup fee of \$180

PAYMENT

We will endeavour to maintain prices originally quoted, however they are subject to change particularly where bookings are made in advance. All details and full payment are required seven (7) days prior to the function. Beverages will be charged on a consumption basis and payment is required on the night, (please feel free to set a limit). Alternatively, a beverage package can be arranged. If you require the bar open in the function room Monday to Thursday a \$90 fee for 3 hours applies.

A surcharge applies for functions held on public holidays of \$5 per person.

MENU

Menu selections can be submitted anytime but at least one month prior to function date. Confirmation of final numbers and final payment are required seven (7) days prior to your function, any cancellation in numbers after final payment will not be refunded.

Seating – This may vary depending on your table choice, seating arrangement and requirements. Please ask on enquiry.

EQUIPMENT HIRE

Overhead Projector \$45 per day

Boardroom \$50 per day, max capacity 35p – min 20 for catering applies

Weddings \$100 (set up fee) - with some inclusions

Conferences \$180 (set up fee) - FUNCTION ROOM

SET UP

Weddings are set with round tables, white linen cloths and seating for a maximum of 10 guests per table. Our bridal table is setup with full covered valance and swagging with the gift and cake tables to match. Coloured napkins of your choice are supplied. Large round mirrors, tea light vases and a choice of three centrepieces are available per table with candles to suit.

Chair covers and backdrops can be arranged with our preferred decorator at our discounted contract price. All functions are catered by Central and all arrangements are to be made with the club's Function Manager.

All Beverages consumed at the club shall be purchased from the club. Self-catering is not permitted.

Lollies, chocolates & celebration cakes are acceptable i.e. wedding, birthday etc.

White tablecloths are only inclusive of seated meal functions. Black formal banquet table cloths are available

@ \$4 surcharge per table. For all other functions linen tablecloths can be supplied at an added cost of

\$8 (white)

\$11 (black banquet)

DAMAGES

Our Club will take all necessary care, but accepts no responsibility for damage or loss of merchandise during your function. You are also financially responsible for any loss sustained to the premises and to the club's property or equipment hired on behalf of the client during the event. Central reserves the right to request a bond for any function booked. We do not permit display material to be nailed, taped, stapled, screwed, or glued to the walls Bostic blue tack (only this brand) will be acceptable. Rice, confetti, and rose petal scatters are prohibited. Candles are to be contained within a glass vase. All decorations, personal items & external decorators must remove all equipment/property at the end of the function. Please allow enough time & arrange with your decorator. The function rooms are to be left in a reasonable state, if not an additional service fee be incurred.

SECURITY

If Club Management deems that Licensed Security personal are necessary as a requirement of your function booking, the cost of such will be incurred by the client.

ENTERTAINMENT

Artists & crew are to take direction from the management at all times, especially regarding volume, dress code & issues that may be OH&S related, this includes mobile DJ's & Photo Booth operators. Refusal of any reasonable request the Club reserves the right to cease the function entertainment. No smoke machines are permitted in any function room at any time. It is the responsibility of the client to ensure that hired entertainers are aware of this restriction. Penalties will apply if this is breached. Entertainers /Mobile DJ's are to contact the club no later than 14 days prior to the function for any special request i.e. tables etc. All external contractors that are engaged by the client will be responsible for & have current Public Liability Insurance, (Please make sure that a copy of this is forwarded to the Club 14 days prior to the function).



**PLEASE SIGN AND RETURN WHEN CONFIRMING
BOOKING ACCEPTANCE OF CONDITIONS**

TYPE OF FUNCTION _____ DATE OF FUNCTION ____/____/____
NAME OF CLIENT(S) (PRINT) 1. _____ 2. _____
ADDRESS _____ P/CODE _____
CONTACT NUMBER(S) 1. _____ 2. _____
MOBILE NUMBER(S) 1. _____ 2. _____
EMAIL ADDRESS 1. _____
EMAIL ADDRESS 2. _____

**BY SIGNING THIS FORM I HAVE READ & AGREED TO CENTRAL LEAGUES CLUBS
STANDARD TERMS & CONDITIONS**

CONDITIONS AGREED TO BY _____
(PRINT NAME)

SIGNATURE _____
(SIGNATURE)

OFFICE USE ONLY

DEPOSIT PAID \$ _____ DATE PAID ____/____/____ RCT# _____ RECEIPTED BY: _____

METHOD OF PAYMENT EFTPOS / CASH / CHEQUE / PHONE EFT / DIRECT DEPOSIT DETAILS AVAILABE ON REQUEST