

The following terms and conditions are applicable to your event.

1. Definitions in these terms and conditions the following definitions apply.

Event Estimate means the event order provided with these terms and conditions setting out the details of your event.

Deposit means the amount specified in the Event Order.

Estimated Event Charge means the estimate of the total of the room hire, food and beverage account and any other extras organised for your event by the Club.

Event Date means the time and date of your event specified in the Event Order;

2. Booking and Deposit

The Club will provide you with details of your confirmed booking in writing once the deposit has been paid.

- 2.1 A non-refundable Deposit of the room hire fee is to be payed upon making the reservation
- 2.2 You must return the signed Terms and Conditions to the Club at the time your deposit is paid.

3. Final Payment

3.1 If a credit arrangement does not exist with The Craigieburn Sporting Club. The Estimated Event Charge in full less the amount of any deposit already paid must be paid at least Seven Business Days prior to your event.

4. Charges and GST

4.1 The Event Charge will be based on the rates quoted in the Event Order unless you require any changes to your event in which case the Club will advise you of any charges. The Estimated Event Charge has been provided to you as an indicative figure only.

4.2 All rates are given in Australian dollars and are inclusive of Goods and Services Tax as defined in A New Tax System (Goods and Services) Tax Act 1999.

4.3 If any additional or increased taxes or levies are introduced after the date of the Event Order, the Club reserves the right to require payment of the relevant additional amount.

5. Circumstances beyond the Control of the Club

5.1 If the Club is unable to provide the facilities or any other arrangements for your Event or any part of it or cannot otherwise perform the terms of the Event Order Due to circumstances beyond the Club's control, the Club is not responsible for any costs, damages or expenses that you may suffer or incur.

5.2 If the Club is unable to provide the facilities or any other arrangements for your Event or any part of it or cannot otherwise perform the terms of the Event Order Due to COVID-19 government requirements the Club will provide the guest a full refund.

6. Function Cancellation

6.1 All deposits paid are non-refundable. In addition, the following cancellation fees apply if you cancel your Event: More than 30 days' notice – unless otherwise specified in the Event Order the Deposit will be forfeited. Less than 30 days' notice – in addition to the Deposit (which will be forfeited) you must pay half of the total of the Full balance of the Estimated Event Charge (including Food, Beverage, and any room hire charges based on numbers advised at the time of the Reservation).

6.2 Should your function Room be rebooked, with an event of a similar nature, the Club in its discretion may waive part of the Cancellation fee. Please check with the Club after the date your event was due to be held.

6.3 A change of dates or postponement of an event will be considered a cancellation and the above charges will apply. The new date will be considered as a new reservation and our normal deposit policy will apply.

7. Guest Numbers and charges for reduced numbers

7.1 The Craigieburn Sporting Club will state the expected number of minimum paying guests for the function rooms booked in the event order.

7.2 Once the booking is confirmed by your Deposit, the Club allows a reduction of up to 10% of the number of originally booked guests detailed in the Event Order to occur without penalty. Any reduction in excess of 10% of the original booking will be treated in the same manner as cancellations and charged accordingly.

7.3 Minimum Numbers

Room	Cocktail	Sit-down
Acacia Room	70 Adults starting from \$21.50 Per head	50 Adults starting from \$45 per head
The Golf View Room	110 Adults starting from \$21.50 Per head	70 Adults starting from \$45per head

8. Function Details

8.1 Preliminary event details will be outlined in the Event Order. You need to confirm all details as soon as possible, but no later than 7 days prior to the event.

8.2 Final Guest Numbers and details including catering and detailed rooming list must be provided no later than seven working days prior to your event.

8.3 Audio Visual – seven working days' notice will be required to arrange your audio-visual requirements to ensure that the equipment is available and suitable to your needs.

8.4 Catering – Final minimum numbers for catering are required seven working days prior to the commencement of your event. Your account will be charged this amount as a minimum.

8.5 The Craigieburn Sporting Club reserves the right to provide all catering on the premises. No food or beverage may be brought into the Club for consumption before, during or after an Event, without prior approval.

9. The prior approval of the Club is required for:

A) Displays of any kind intended to be located outside the designated event room;

B) Advertising in relation to the event which includes reference to the Club; and

C) The use of smoke machines, special balloon effects and/or pyrotechnics due to the effect on the Club smoke detectors. Should the Fire Brigade respond to an alarm in the event room, which has been set off by an unauthorised use of smoke machines, special balloon effects and/or pyrotechnics, you will be liable for any charges incurred by the Club.

10. The following is not permitted at the Club at any time:

- A) Attaching anything by nails, screws or adhesive including blue tack to any wall, door or other part of the Club;
- B) Party Poppers and confetti of any kind is also not allowed. And a surcharge of \$250 for cleaning will be applied if any of the above is used.

11. Conduct of the Function

11.1 Unless otherwise agreed by the Club, your event must finish at the time specified in the Event Order.

11.2 Your event must be conducted in an orderly and lawful manner. The Club reserves the right to end your event if the Club reasonably believes that your event is not being conducted in an orderly or lawful manner. The Club has no responsibility to you for any costs, damages or expenses that you may incur in relation to the Club's termination of your event.

11.3 The Club may remove or deny entry to anybody being disruptive or acting in a disorderly manner.

11.4 The Club practices principles of responsible service of alcohol. Intoxicated persons will not be served alcohol and may be removed from the premises.

11.5 You are not permitted to exceed any noise levels that in the opinion of the Club, may disturb other guests.

11.6 You must ensure that you and your guests and invitees at your event do not Breach any statutes, by laws, or regulations including the Clubs liquor license and fire regulations.

12. Substitution of Function Room

12.1 The Club may assign an alternative function room for your event if the appointed Function room is unavailable for any reason or the Club believes the appointed Function room is no longer appropriate.

EVENT DETAILS & AGREEMENT

Event Details			
Hosts Name			
Name of Event			
Contact Number		Email	
Address		Suburb, Post Code , State	
Event Date		Time (Start & Finish)	
Event Space		Estimated Bar Tab	
Event Room Set Up	Cocktail – Sit Down – Conference – Other ()		
Av Requirements			
Estimated Amount of Guests	Adults -	Kids -	Kids (Under 3) -
Credit Card Details	____/____/____/____ Exp: __/___ CVC: ____		
Additional Comments			

“CLIENT”

Signed: _____

By: _____

Date: _____

“PLANNER”

Signed: _____

By: _____

Date: _____