

TERMS & CONDITIONS as of 1st February 2018

CONFIRMATION OF BOOKINGS

Tentative bookings will only be held for 7 days. To secure your date, the room hire fee must be paid within these 7 days, and a copy of these Terms & Conditions must also be signed and presented to the Club. The Club reserves the right to cancel any tentative booking without any further notice, after this 7-day period.

ROOM HIRE

½ Auditorium (Stage End with Dance Floor / 150 seated)	\$280.00
½ Auditorium (Broadwater End / no dance floor / 80 seated)	\$240.00
Full Auditorium (250 seated)	\$470.00
21st Birthday - Security Fee per 100 people	\$200.00
21st Birthday - Bond Fee	\$200.00
BBQ Area	\$100.00
Public holiday rates, extra	\$ 70.00

SIGNING IN

All guests and temporary members will be required to sign in. All members must show a current membership card, as per the Registered Clubs Act 1976.

PAYMENT

All catering accounts must be paid prior to the event, either via phone or in person (cash, cheque, or credit card excluding AMEX). Beverage account is payable at the completion of the event.

FINAL NUMBERS (excluding weddings)

Final numbers are to be confirmed 2 days prior to the event. Davistown RSL reserves the right to charge for all meals prepared in accordance with the agreed number even if fewer guests should attend.

WEDDINGS

A non-refundable deposit of \$200.00 is payable upon booking. All menu's must be selected 2 weeks prior to the date, with a minimum of 60 guests, not including children. Final numbers are required 7 days prior to your Wedding, with the remainder amount payable 1 day before, not including the beverage account. Should the final numbers be less than the required minimum stated, not including children, 60% of the per-person amount will be charged for each person under this minimum who does not attend the event.

CATERING (excluding weddings)

All menu's must be selected within 7 days of the event. Should you require special meals, please notify the Function's Coordinator at least 7 days prior to the event. We may not be able to accommodate your guests needs at the time of your event, if we are not informed. All Buffet menus require a minimum of 30pp, and should the final numbers be less than this, the minimum charge will be for 30pp.

ADDITIONAL MEALS

Musicians, MC, Professional services need to be considered for catering, and will be included in your final numbers.

DAVO REWARDS AND MEMBERS DISCOUNTS

Membership discounts and Davo Reward points will apply to beverage accounts only.

PRICES

Are subject to change based on seasonality. You will be contacted accordingly.

FOOD POLICY

Club policy does not permit any type of food to be brought onto the premises, unless you have booked the BBQ Area. However, if you are celebrating a birthday, anniversary etc., you may bring in your cake.

BEVERAGE POLICY & RESPONSIBLE SERVICE OF ALCOHOL

The Function's Coordinator and function staff will supervise the function in an orderly manner and in accordance to the rules and policies of the Club and relevant legislation. Alcoholic and non-alcoholic beverages are not permitted to be brought onto the premises. Bar service will cease 15 minutes before the end of your event, or at Managements discretion. Club staff will not allow intoxicated patrons, underage drinking, or violent and quarrelsome behaviour at any time within the venue. Any person who breaches Club RSA policy may be refused service and asked to leave the premises.

CHILDREN

All children under the age of 18 must be kept under constant supervision,

and under no circumstances to consume any alcoholic beverages (Liquor Act 2007).

SLIDE SHOWS

If you require the use of AV Equipment, please contact the Function's Coordinator at least 2 days prior to your event.

BAR TABS

If you wish to place money on the bar to run a 'dry till' you must advise the Function's Coordinator prior. The amount to start with and your selection must be discussed prior to the event, (wrist bands are available).

SMOKING

Smoking on Club grounds is only permitted in the designated smoking areas (Smoke Free Environment Act 2000).

PUBLIC HOLIDAYS AND SUNDAYS

Functions held on a Sunday or Public Holiday will incur an extra fee of \$3.50 per head on Sundays and \$9.50 per head for Public Holidays. Weddings will incur an extra fee of \$4.50 per head for Sundays and \$10.50 per head for Public Holidays. Finger Food Platters will incur a fee of \$5.00 for Sundays and \$10.50 per platter for Public Holidays per platter.

DAMAGES

Clients are responsible for any damages caused by their guests, suppliers, and other contractors.

DECORATIONS

Smoke machines, confetti, rice or sprinkles are not permitted within the premises. The use of tea lights is permitted with care. Access to decorate must be negotiated with the Function's Coordinator.

FLOOR PLANS

Must be supplied prior to the event.

21ST BIRTHDAYS (Security Bond of \$200.00 applies)

An extra fee of \$200.00 will apply to hire an extra security guard per 100 guests. A guest list must be submitted prior to the event, only people on the list will be allowed to enter. Identification must be produced upon entering and coloured wrist bands must be worn by all persons entering the event (wrist bands will be supplied by the Club).

ENTERTAINMENT

If you are providing your own entertainment, a copy of the Public Liability Insurance of the entertainer must be provided prior to the event. All entertainment must be finished by 11.30pm, with bass and volume levels being subject to Management discretion.

BBQ AREA HIRE (Cook Your Own – Supplied from the Broadwater, or BYO.)

The BBQ area can be hired between the hours of 10am and sunset. All beverages must be purchased from the club. Please ensure the gas is turned off after BBQ use. All garbage bags must be tied up at the end of your event and the area must be left in a clean and tidy state. There is no entertainment allowed in the BBQ are, hire fee is \$100.00. Responsible Service of Alcohol rules apply. The Functions Coordinator must be consulted with for permission to use any other cooking or preparation equipment that is not already provided by the Club.

CANCELLATIONS

Should your event be cancelled, 6 weeks' notice applies for a full refund.

I, _____ (name)

Agree to adhere in full to the above Terms & Conditions.

Signature: _____ Date: _____

Davistown RSL Club representative: _____

Signature: _____

