

## FUNCTION INFORMATION

**Deposit:** \$500.00 will be required to secure your function date. Your function is not confirmed until this is received together with our signed Terms and Conditions and Booking Confirmation form. Payment must be received within 7 days of inquiry to secure booking.

**Security Bond** (21st Birthdays, Sporting Club Functions and at management discretion): \$1000 required 5 days prior to your function. The bond will be refunded 7 days after the event unless there is any damage sustained to The Bentleigh Club by invitees or other persons attending the function, whether in the function room or any part of The Bentleigh Club

**Final numbers:** Strictly five (5) business days prior to your function. Once final numbers are provided, this will form the basis for payment.

**Final payment:** Five (5) business days prior to your function (please see Terms and Conditions for payment methods).

<b>Room Hire:</b>	Fountain Room:	\$250.00
	Legends Room:	\$150.00

**No food or beverages** of any kind will be permitted to be brought into The Bentleigh Club for consumption at the function by the organiser with the exception of the Celebration cake.

**Food Packages:** as agreed with Function Manager

**Beverage Options:** Cash Bar, Bar Tab or Beverage Packages are available.

**Function times:** 4 hours in duration. Access to the function rooms is 2 hours were possible prior to your function start time.

**Responsible Service of Alcohol & Licensing:** The Bentleigh Club staff are trained in the Liquor Licensing Accredited "Responsible Service of Alcohol", and by law must refuse to serve alcohol to any person that appears intoxicated.

Any person under the influence of illicit or prohibited substances will be asked to leave the event.

*Any person under the age of 18 years must be accompanied by their parent or legal guardian for the duration of the function.*

*Under no circumstances are underage guests permitted to consume alcohol.*

*ID is required for guests attending any private function at The Bentleigh Club.*

**Anyone unable to provide proof of 18+ years of age with (key pass, proof of age card, driver's licence and/or passport) or who is not accompanied by a parent/legal guardian will not be permitted entry.**

*It is the host's responsibility to ensure that the above conditions relating to underage guests are adhered to. Failure to do so will cause the private booking to be cancelled immediately.*

# **TERMS AND CONDITIONS**

## **Confirmation and Booking Form**

### **Confirmation and Deposit**

Confirmation of your booking is required with the signed Terms and Conditions, together with the minimum deposit as stipulated below, within 7 days of the original reservation. The Bentleigh Club reserves the right to make available, any tentative booking not confirmed during this period.

### **Confirmation of Attendance & Dietary Requirements**

Final numbers and dietary requirements will be required five (5) business days prior to your event. Final invoice amount will be based on these minimum numbers or the actual attendance, whichever is greater.

FINAL numbers will form the basis for invoicing and ordering. Should your numbers increase after stipulating final numbers, please advise as soon as possible. We can only guarantee catering for those numbers advised 5 business days prior. Advising numbers after this date will need to be confirmed with the chef to ensure products can be supplied.

### **Function Times**

Functions must finish within closing times of the Club which are:

Monday - Thursday 11pm

Friday and Saturday 12am.

Sunday 11pm

Music must finish at the above times.

Bar will close at these times and all patrons must leave when the Club closes.

Start and finish times must be adhered to and signed as accepted (with no ad-hoc extension available at the held function date) as per this agreement.

### **Catering Requirements**

Menu selections will be required strictly 5 business days prior to your event. Should selections not be advised at this point your menu selection can not be guaranteed.

### **Payment**

Full payment via cash, EFT, bank cheque or credit card is required for confirmed numbers 5 business days prior to the function date. We DO NOT accept personal or business cheques for payment and will only accept bank cheques. If payment is not received within 5 business days, a \$100.00 per week penalty will be applied to your invoice.

### **Security**

The Bentleigh Club reserves the right to hire additional security at the expense of the client, to ensure the safety of staff and patrons. Any such bookings will be notified in advance and included in the overall function cost.

### **Cancellation**

In the event of a function cancellation, the following fees **will** apply:

- 119- 30 days notice: 50% of the entire deposit will be forfeited
- Less than 29 days notice: 100% of the entire deposit will be forfeited

**Function Re-schedule**

We are happy to re-schedule an event due to unforeseen circumstances. Management does reserve the right to enforce full cancellation fees in peak periods or in the event that sufficient notice is not given. We will endeavour to accommodate your date change without penalty. A function can only be re-scheduled once with sufficient notice, if the function re-schedules again then full cancellation fees as outlined above will be enforced.

**Labour Surcharges**

Applicable for all events that fall on a Public Holiday. Price on application.

**Price Variations**

Every endeavour is made to maintain our prices as originally quoted, however they are subject to change. Should any increases occur, we will notify you immediately. The prices quoted are inclusive of the Goods and Services Tax.

**BYO Policy**

No food or beverage of any kind will be permitted to be brought into The Bentleigh Club for consumption at the function by the organiser with the exception of Wedding Cakes and Birthday Cakes.

**Content of Event**

If The Bentleigh Club has reason to believe that any event/function will affect the smooth running of The Bentleigh Club's business, its security or reputation, the management reserves the right to cancel at its discretion without notice or liability.

**Damages & Cleaning**

Organisers are financially responsible for any damage sustained to The Bentleigh Club by the organiser, organiser's guests, invitees or other persons attending the function, whether in the function room or any part of The Bentleigh Club. The client, or their guests may incur extra cleaning expenses in the event of negligent behaviour.

**Signage**

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building. Signage in The Bentleigh Club public areas is to be kept to a minimum and must be approved by the General or Functions Manager prior to the event.

**Smoking**

Any package which utilises the decking area must ensure that there is no smoking on the deck whilst food service occurs, to comply with relevant legislation.

Please read the above agreement carefully, sign it below and return to The Bentleigh Club as soon as possible.

I have read and accept the conditions stated in this agreement,

Date of Function: \_\_\_\_\_ No of guests \_\_\_\_\_

Type of Function: \_\_\_\_\_

Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Company/Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Phone

H: \_\_\_\_\_ W: \_\_\_\_\_ M: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit enclosed: \$ \_\_\_\_\_

- Mastercard / Visa
- Amex
- Diners

Cardholder's Name: \_\_\_\_\_

Card No: \_\_\_\_\_ Expiry Date: \_\_\_\_ / \_\_\_\_

Signature: \_\_\_\_\_

**Office Use Only:**

Received and processed by \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Balance Due: \$ \_\_\_\_\_

Checked by \_\_\_\_\_ Receipt No \_\_\_\_\_