



TERMS & CONDITIONS

The person booking the function is responsible for their guests and anyone under the age of 18 years. All guests attending your function must be either a member of the club, live outside the 5km radius or be signed in by a member.

Confirmation and Payment

Tentative bookings must be confirmed within ten days (10) days. To confirm and secure your function a signed Terms and Conditions form accompanied by the requested deposit must be received within ten days (10) days of the initial bookings. SJPBC reserves the right to cancel any bookings not confirmed after ten (10) days without any further correspondence. Full payment is required seven (7) days prior to the function.

Deposit

Bookings for banquets, cocktail of buffet functions a deposit of five (5) hundred dollars is required. Bookings for seminars, auctions, conferences or meeting, room hire cost paid in advance is required.

Payment Details

Payments must be made by cash, credit card, EFTPOS, bank cheque or EFT into the following bank account:

ANZ Bank

Account Name: St Johns Park Bowling Club

BSB: 012 468

Account Number: 3794 32616

If paying by EFT, please state your surname in the description or reference to ensure it is processed to the correct function

GST

All prices quoted are inclusive of GST

Quoted Prices

Every effort will be made to maintain the prices originally quoted however they are subject to market conditions. All prices are confirmed three (3) months prior to the event.

Cancellations

The following conditions will apply to any cancelled bookings:

- All cancellations must be in writing.
- Provided one (1) month notice is given the deposit will be refunded less \$100 cancellation fee
- If less than one (1) month notice is given and the room is not re-booked an additional \$300 cancellation fee will apply.



Sundays & Public Holidays

A surcharge of \$4.00 per person applies

Room Hire

Room hire is a maximum of four and half hours unless taking a Conference Package. Function rooms must be vacated within thirty minutes of the finishing time.

Confirmation of numbers

Final numbers are required seven (7) days prior to the function date. No adjustments to numbers can be made in the twenty four (24) hours prior to the function.

Dietary Requirements

We will be happy to cater for any special dietary requirements, prior notification is necessary to prepare these meals.

Additional Meals

If meals are required for photographers and entertainers they are to be included in the final confirmed numbers at the cost of the client.

Menu Selection & Beverage Requirements

All menu selections and beverage requirements are required two (2) weeks prior to the conference or event.

Floor Plans

Floor plans for conferences and events must be returned 48 hours prior to the event

Food and Beverage

It is prohibited for any food or beverage (alcoholic or otherwise) to be brought onto the Club's premises. Celebration cakes are permissible. To ensure Food Safety Regulations, food cannot be removed from the Club's premises.

Bar Service and Drink Packages

Bar service will be provided for a period of four and half hours. Under the Registered Club Act 1976, it is an offence to serve and or supply liquor to persons under the age of 18 years. Valid photo identification may be requested to verify proof of age.

Members Discounts

Saints of Fortune rewards will not apply to any function as menus and packages have members discounts incorporated within them, this also includes the addition of accrued member's points.

Damages

The organiser of the function is financially responsible for any damage sustained to the Club or any Club property during the function. The organiser will have to liaise with function staff over display arrangements to prevent any damage to the premises. Excessive use of confetti or similar items will incur a \$400 cleaning fee.



Security and Insurance

St Johns Park Bowling Club does not accept responsibility for the loss or damage to any property left on the premises prior to or after an event.

21st Birthdays events a security guard may be required at the cost to the client. Guards are provided by the SJPBC security company. For these functions the charge will be \$250 per four and half hours, the Functions Manager reserves the right to insist whether an event required a security guard. No yard glasses or strippers are permitted.

No Smoking

All internal areas of the Club are non-smoking. Outdoor smoking areas are easily accessible. No smoke machines are permitted in function rooms.

Guest Sign In

Any persons entering into the Club must sign in at reception or be signed in by a member.

Acceptance of Terms and Conditions

I have read and accepted the conditions above:

Function Date: Function Room:

Client Name: Function Type:

Company: ABN:

Postal Address:

Client Contact:

Business: Private:

Mobile: Email:

Signature: Date: