

terms and conditions

MEMBERSHIP

It is a requirement that the function organiser is a financial member of the Ainslie Group

TENTATIVE BOOKINGS

The Club will hold your tentative booking for a period of seven (7) days. If your booking is not confirmed within this time frame, your booking will be relinquished. To secure your booking a deposit of \$300.00 is required. If your booking is within seven (7) days of the event full payment is required at the time of booking. We require the signed Terms and Conditions to be returned at the time of deposit including credit card details. Prior to formal confirmation being issued, all discussions between club staff and members and general correspondence relating thereto are considered tentative irrespective of the deposit being paid.

CANCELLATION OF RESERVATION

In the event that your confirmed booking is cancelled, the following conditions apply:

By the Member or Client:

- Written notice of ninety (90) days or more - full refund
- Written notice of sixty (60) days to eighty nine (89) days - 50% refund of deposit
- Written notice of fifty nine (59) days or less - no refund
- Written notice of four (4) days or less - function will be paid in full. If this amount has not been paid prior to cancellation the invoiced amount will be charged to the credit card details provided on booking.

By the Club

- Written notice without reason of thirty (30) days or more - full refund
- Written notice under thirty (30) days or less with an emergency beyond the control of the Club occurs - full refund

GUARANTEED NUMBERS

To ensure maximum efficiency in the preparation and execution of your function, we request your guarantee of the minimum numbers attending to be supplied to us fourteen (14) days prior to the function. We will not accept any reduction in numbers after this date. We ask for any dietary requirements or increase in numbers attending to be confirmed four (4) working days prior to the function taking place. If you do not reach the required minimum number of guests for an event, you will be charged for the required minimum number at a fee of the selected menu costs per person in the booking confirmation.

SECURITY

The Ainslie Group reserves the right to hire security staff at the client's expense for 21st Birthdays or larger functions, subject to providing written notice to the client.

SURCHARGES

Any event exceeding the booked time will incur a labour charge of \$200 per hour. Access prior to 9am will incur a \$50 per hour surcharge or part thereof.

PRICE VARIATION

While we endeavour to maintain all prices as printed, to meet rising costs they may be subject to increases at our discretion. Any changes will be advised.

FIRE AND SAFETY

Dry ice, smoke and fog machines or anything similar are not permitted to be used at any Ainslie Group function venues.

ROOM ALLOCATIONS

The Ainslie Group reserve the right to assign an alternative function room in the event that the room originally assigned is unavailable or inappropriate.

I have read the above terms and conditions and agree to comply

Name: _____ Badge Number: _____ Ph: _____ Date: ____/____/____

Signature: _____ Date of Function: ____/____/____ Function Type: _____ email: _____

Credit Card Details: NOTE: Only Visa or Mastercard will be accepted please circle

Name on the Card: _____

Credit Card Number: _____ Expiry _____/_____/_____

SETTLEMENT OF ACCOUNT

Full settlement of account, excluding dry tills (if applicable), is required four (4) working days prior to the event with confirmation of final numbers. Balance of beverage component (if applicable) is required on the night of the function, if this amount is not settled at the time of your event the outstanding funds will be taken out of the credit card provided at the time of your booking and a receipt will be sent out.

FUNCTION DETAILS

Catering must be included when a private function room is booked, unless approved by the function manager. To achieve the highest possible standards of service we ask for confirmation in writing of all relevant details of the function at least four (4) weeks prior to the function. To make your event a success, we require all information such as function room set-up, menu and beverage selection including any dietary requirements, entertainment requirements and estimated number of guests. For all 21st birthdays a \$500 bond is required with strict rules that must be adhered to which require further discussion with the function Manager prior to any booking being accepted.

FOOD AND BEVERAGES

No food or beverage of any kind is permitted to be brought into the Club by the member or any of the members or guests, with the exception of a celebration cake.

CONDUCT

Responsible service of alcohol policies are adhered to at all times. The management and staff of the club reserves the right to refuse service of liquor to any person as they see fit and terminate a function due to inappropriate behaviour. As the client, you or your organisation will be held responsible for your guests during the time of your function.

LOSS AND DAMAGE

As the client, you or your organisation will be held financially responsible for any damage or loss suffered by the club during your function. The club holds no responsibility for items brought into the club by clients or other patrons. This includes anything hired in by yourself or the club, ie: chair covers, centrepieces

EXTERNAL EQUIPMENT

Clients are responsible for all costs associated with any external equipment hired or brought into the venue for their associated event. The Ainslie Group must be advised of all deliveries and pick-ups prior to the arrival and collection. Collection times must be within the Clubs operating hours or by prior arrangements.

CLEANING

General cleaning is included in the room hire charge. Use of confetti and/or rice at any venue within the Ainslie Group or the surrounding club grounds, is strictly forbidden and will incur additional cleaning costs. Nothing is to be nailed or taped to any of furniture, the walls or wooden structures. Any items that have not been collected within 48 hours will be disposed of by the club.

PERSONS UNDER 18 YEARS OF AGE

Every person under the age of 18 years at any functions at an Ainslie Group venue will be in the company of their parent/s or legal guardian/s. Ainslie Group reserve the right to cancel any booked function that they deem to be one of an underage function, this decision will be final.

EXEMPTIONS

All 18th, hens and bucks parties are not permitted within the Ainslie Group function spaces. The Ainslie Group holds the right to cancel any function found to be prohibited without notice or refund.