

Terms & Conditions

Confirmation of Bookings

Tentative bookings will only be held for seven days. To secure your booking you must return a signed copy of the terms & conditions together with your deposit and a valid credit card must be given as security. Room hire charges must be paid in full at the time of confirmation of booking. Club Rose Bay reserves the right to cancel any bookings for any reason they see fit. Strictly no events to be held for persons under the age of 21 years.

Payment Details

Full payment for your event must be finalised two weeks prior to your event date. Payments for all room hire, food and beverages may be made by cash, credit card (Visa, MasterCard only), EFTPOS, or direct deposit into the following ANZ bank account:

Club Rose Bay BSB: 012-396 ACC NO: 298066095

If paying by cheque, all funds must be cleared one week prior to your event.

Room Hire Rates & Times

Rates for the Deck Bar Lounge are as follows:

MON – THURS \$600* FRI – SUN \$1000*

Rates for the Deck Bar Lounge & Monash Hall together are as follows:

MON – THURS \$1300* FRI – SUN \$1700*

These prices are based on a strict maximum of 6 hours room hire, full room hire must be paid at the time of booking to secure your date. Alcohol will not be served to persons under the age of 18 or to any persons considered to be intoxicated. The room hire rates include basic room set up and bar staff, and all AV equipment available within the room.

Please note: Bar staff is calculated at one bar tender for every 50 guests. Extra bar staff can be hired at a cost of \$40 per hour per beverage or wait staff.

*These room hire rates are subject to change on public holidays and other special days.¹¹

Cancellations

All cancellations must be made in writing. Cancellations made within fourteen days of your event will result in a loss of your entire booking payment. Cancellations made before the fourteen days prior to your event will result in a loss of 50% of your entire booking as a cancellation fee; the remainder will be refunded to you.

Final Numbers

Final numbers attending your event and a running sheet are required fourteen days prior to your event this also helps with rostering of staff. After this date, additional guests may be added up to 48 hours prior to your event; however deductions of numbers will not be included in your invoice.

Damages

Decorations and displays are welcome but we ask that you please consult with the functions coordinator to prevent any damages occurring. Nothing is to be hung from the lighting fixtures. No naked flame candles are permitted due to fire hazards. You may have candles that are adequately covered. No smoke machines are permitted. No confetti, rice or similar materials are to be used within the event rooms. Use of such materials or any damages to the room, the activation of fire alarms and/or tampering with any fire safety equipment will result in additional charges for appropriate damages and/or cleaning fees etc.

Fire safety

In the event that the fire alarms are activated during the event, all guests must adhere to fire safety regulations and vacate the premises through the appropriate exit doors. If you as the organiser or any of your guests are found to have activated the fire alarms or tampered with any fire safety equipment, you will be billed for the associated costs. Usually a \$2500 fee.

Food & Beverage

It is club policy that function organisers are not permitted to provide their own food or drinks for functions held at Club Rose Bay. All catering is done in-house. The only exception is for special occasion cakes. Please notify the functions coordinator if you are bringing a special occasion cake such as birthday or wedding cake. *20% surcharge applies on food and beverage on Public Holiday

Audio visual Equipment

Audiovisual Equipment in the Deck Bar Lounge is available complimentary. However, to avoid disappointment, we advise that all AV equipment be trialed for compatibility by you as the organiser or by your operators such as DJ's, presenters etc, at least three days prior to your event. Additional cabling will be required for laptops (VGA /HDMI cable) and i-pods (audio 3.5mm cable), Apple MACbook adaptor. Club Rose Bay will not be held responsible for any audio or visual presentation.¹²

No responsibility will be taken by Club Rose Bay for loss or damage to any guest's merchandise or property prior to, during and after your event. The same applies to decorations and gifts.

Client Responsibility

The client is expected to conduct the event in a safe and lawful manner which is also in compliance with Club Rose Bay's rules. The client is responsible for all guests and indemnifies the Club for all costs, charges, damages and/or loss caused by any act or omission by the client or the client's guests.

Third parties such as DJ's, MC's, entertainers and the like must please present themselves to the function coordinator or the duty supervisor prior to the event commencing.

Guest Sign-In

Each person over the age of 18 years entering Club Rose Bay's premises must sign-in either at reception or on the guest register at the entrance to the Deck Bar Lounge/ Monash Hall. Guests must either be members of Club Rose Bay, live outside the 5km radius or be signed in by a member. The client holding the event must make an application to become a member to be able to simplify the conditions of entry to a licensed club.

Acceptance of Terms & Conditions

I understand and agree to all of the above terms and conditions:

NAME: MEMBER NO:

ADDRESS:

CONTACT NO: FUNCTION DATE:

SIGNATURE: TODAY'S DATE:

All prices are inclusive of GST. Beverages & packages are subject to change.

CREDITCARDDETAILSFORSECURITY

VISA MASTERCARD

CARD NO:

EXPIRY: CCV:

FULL NAME ON CARD:

BILLING ADDRESS:

Special Conditions/Notes/Additional Terms

Club Rose bay room hire is a contract between the client (s) who are hiring the venue, it is not an agreement between any additional third parties which the client(s) may hire. Club Rose bay will not be held accountable for an erroneous mishaps of third parties such as DJ's, dancers, decorators, wedding planners, bands etc.

Club Rose Bay do not decorate the rooms that are hired, the client is responsible for their own decorations as they see fit, once it does not cause damage the rooms in any way.

Your time with Club Rose Bay

A maximum time frame of two hours sessions will provided by Club Rose Bay. This time is used to discuss catering, room set up, running times of the event and any additional questions the client may have. If the client requires further time it will be charged as an additional charge of \$40 per hour.