

Terms & Conditions

Club Membership

It is a requirement that the function organiser is a financial member of the club. Membership is available for \$12.00. Please contact a member of the management team for further information on the benefits available to members.

Tentative Bookings

Will only be held for a period of seven days after which the date will be released should a deposit not be received.

Confirmations

All bookings must be confirmed in writing with a room hire deposit within 7 days of the tentative booking to secure your date along with signed terms and conditions.

Cancellations

Deposits may be transferred to another date only within 40 days notice of the original date. All deposits are non refundable. Should a cancellation occur within 14 days of the function, 50% of the total bill is charged.

Surcharges

Should your event extend past the allocated four hour hire room hire is charged at \$100.00 per hour plus \$35.00 per hour per staff member.

Final Numbers

For ordering and staffing purposes your final guest numbers are required no later than 14 days prior to your function.

Minimum Numbers

Guest numbers once confirmed 14 days prior can only be increased not decreased. Should your guest number fall under the minimum guest requirements for your function the minimum number of guests are required to be paid for.

Payment

Payment of your event must be paid in full 14 days prior to your event. Payment can be made by credit card, EFT or cheque.

Public Holidays

A 15% holiday loading is applicable for any function booked on a public holiday.

Event Items

Rowers on Cooks River do not take any responsibility for items left at the premises after your event, and do not offer storage facilities for personal effects.

Signed _____ Date _____



rowersoncooksriver.com.au

Phone 02 9599 1932

Bar Spend

A minimum spend of \$15.00 per guest applies to all functions held in the Captains Room (full room) or Half Captains Room (Levey St end) or a minimum spend of \$10.00 per guest in the Half Captains Room (terrace end) and is payable at the time of your final payment which is 14 days prior to your function.

Dietary Requirements

Please advise your function coordinator of your needs 14 days prior to your function so these may be catered for.

Food and Beverage Policy

Due to liquor license we are unable to permit patrons, guests or invitees to bring liquor on to the premises. Due to club policy we are unable to permit patrons, guests or invitees to bring food onto the premises.

Room Hire

All functions are required to pay a room hire fee. This fee covers the cost of furniture, set up and pack down of your function, iPod connectivity, wireless microphone and exclusive hire of the space. Room hire varies pending on the space you require and will be outlined in your tentative booking documents.

Security

The club will not accept responsibility for the loss or damage to any equipment or merchandise left on the premises prior to, during or after the function. Should the club deem it necessary for additional security to attend your event there is an additional cost of \$50.00 per hour per security guard at the organisers expense.

Damages

The client must assume all responsibility for any and all damages caused during the function, set up and pack down by any of their guests or an other person attending or assisting with the function.

Compliance

Clients will be responsible to ensure orderly behaviour and conduct of their guests to which the club reserves all rights to intervene where it seems fit. As per of the responsible service of alcohol law the club reserves the right to refuse service to anyone suspected of intoxication.

Insurance

It is the clients responsibility to take their own insurance for all items belonging to them for the period those items are in the club.

Advertising

The function organiser agrees they will not permit any advertising of the function which has not been approved by the club to which club approval may be refused at it's discretion. The function organiser warrants to the club that the advertising will contain the statement 'for the information of the members and their guests' and will be as visible as the remainder of the advertising matter. Any breach of this condition will entitle the club to immediately terminate the function and retain any monies paid.

Suppliers

External contractors and suppliers are welcome. No responsibility is taken by the club for out side suppliers or their goods.

Bookings

Rowers On Cooks River reserves all right to book an event two hours prior and after your function.

Signed _____ Date _____

Children

For children under the age of 12 requiring a 'children's' meal the cost is \$12.00 each which also includes a glass of soft drink and your choice of chicken nuggets and chips or fish and chips. Please note children are not included in the minimum number of guests required.

Minors

It is illegal to serve alcohol to persons under the age of 18 years. Identification is required for service. Minors found consuming alcohol will be escorted off the premises. All minors must be under the supervision of an adult at all times within the club.

Professionals

Professionals are any photographers, DJ etc requiring a meal. Alcohol is not permitted for professionals this includes their main meal only and soft drink at \$35.00 per professional.

Disabled Persons

Elderly or frail persons must have a carer with them throughout the function. Lift access is available to our upstairs function spaces to which the carer must accompany them at all times.

Smoking

Due to the change in smoking laws a designated smoking area is allocated and must be confirmed with your function coordinator prior to the day.

To confirm your booking please forward your deposit along with the original signed 'Terms and Conditions' Rowers On Cooks River 1 Levey Street, Wollli Creek, NSW. 02 9599 1932. Terms and conditions may also be scanned and emailed.

I hereby accept the above stated 'Terms and Conditions'

Function Organiser _____

Company Name _____
(If Applicable)

Function Date _____

Type of Function _____

Postal Address _____

Phone Number _____

Email Address _____

Signature _____ Date _____

Deposit Payments

Cheque made payable to
St George Rowing Club

EFT to NAB
St George Rowing Club
BSB 082 342
Account 509 407 903

Credit Card
May be supplied over the phone