

## **TERMS AND CONDITIONS**

### **TENTATIVE BOOKINGS**

Tentative bookings will be held for seven (7) days only. Tentative bookings must be confirmed within seven (7) days by way of payment of room hire fee (non-refundable) or tentative booking will be automatically cancelled.

### **REFUND / CANCELLATIONS**

Notification of cancellation of booked function must be made via written letter or email.

As Leopold Sportsman's Club may not be able to re-book the function space after a cancellation, the following conditions apply. In the event that you should need to cancel within 21 days of your function, the following is forfeited:

- 21 days - 50% of the room hire fee paid
- 14 days – 75% of the room hire fee paid & 50% of catering charges
- 7 days – 100% of the room hire fee paid & 50% of catering charges

### **PAYMENT**

Final confirmation of numbers and full payment is due seven (7) days prior to the function date. Event charges will be based on final numbers given and changes after this date will be at the discretion of Management.

### **CATERING**

All catering is to be supplied by Leopold Sportsman's Club. Celebration cakes are exempt from this condition. A \$1.50 per person 'cakeage charge' will be applied should you require staff to cut & serve your own cake.

### **RESPONSIBLE SERVICE OF ALCOHOL**

Serious fines are in place for minors who obtain alcohol on a licensed premise to both the venue & the minor. Sufficient photo ID must be produced to provide evidence of age. Fines are also in place for people who supply minors with liquor. Management & staff are required by law to refuse you liquor service if you are under 18 years of age, unduly intoxicated or are creating a disturbance.

All guests under the age of 18 years of age must have their legal guardian remain on the premises at all times during the visit to the Club. For further information please visit <https://www.vgccc.vic.gov.au/> You agree to be responsible for the consumption of alcoholic beverages by guests and understand that the Club in its sole discretion may refuse service to any guest for any reason. We reserve the right to intervene if functions activities are considered illegal, noisy or offensive.

### **BIRTHDAY PARTIES**

Leopold Sportsman's Club host's birthday parties from 21 years and up where liquor is involved. We do not host 18<sup>th</sup> birthday events.

### **PRICING & CHILD SUPERVISION**

Every effort is made by the venue to hold menu prices as printed, however menu prices may vary slightly on occasion at the discretion of management. We will notify the hosts as soon as possible of any changes. All prices quoted are inclusive of GST.

Children under three years of age are exempt from the per head charge for finger food catering. Children three to twelve years are half the menu price for Classic Dining Alternate Drop menu. Children must be supervised at all times by a parent or guardian, and are not allowed to leave the function areas unattended.

### **CHAIR COVERINGS**

The use of chair coverings for any function will incur a \$50 laundrette charge.

### **SMOKING**

Smoking is not permitted inside the club. Outdoor smoking areas have been allocated for the comfort of our members & guests.

### **DAMAGES**

Please note that the hosts of the event are financially responsible for any damages to the property/equipment during the function. Any breakages, loss or damages of the club will be charged to the host/s responsible for the function. Credit Card or Debit Card details will be asked to be kept on file as security for any damages that may occur to the club's property or equipment during the course of the function whereby if any incident does occur 100% of the repair costs will be charged. Leopold Sportsman's Club will take all necessary care, but will not accept responsibility for damage or loss of any persons property in the function areas before, during or after your function.

### **SECURITY**

Under the Securities Act, Leopold Sportsman's Club reserves the right to obtain security guards for events at the host's expense. This is to ensure the safety of all parties involved.

### **DECORATIONS / ENTERTAINMENT**

Hosts are welcome to provide their own decorations and entertainment but we ask that you discuss the details with us in the first instance to avoid any disappointment on the day of the function.

Smoke machines are not to be used in the Club. If they are used and the smoke alarms are set off, the cost of the Fire Brigade call out fee will be charged to the organisers of the function. Workplace Health & Safety standards and requirements must be adhered to at all times before, during and after the function.

### **CLEANING**

General & normal cleaning is included in the cost of the room hire fee; additional charges may be payable if the function has created cleaning needs above & beyond normal cleaning. The host/s of the function is responsible to conduct the function in an orderly manner.