



Function T&C's



Tentative Bookings

Tentative bookings will be held for seven (7) days only. Confirmation of booking will be when the payment of room hire fee (non-refundable) is paid in full.

If not paid within the seven day period your event date/time will be opened up for other bookings.

Refund/Cancellations

Notification of cancellation must be made via written communication (letter or email). As Leopold Sporties may not be able to re-book a function on short notice after a cancellation, the following conditions apply. In the event you need to cancel within 21 days of your function, the following is forfeited:

21 days - 50% of the room hire paid

14 days - 75% of the room hire fee

7 days - 100% of the room hire & 50% of the catering charges.

Payments/Final Details

Final confirmation of guest numbers and food selections must be made fourteen (14) days prior to your function to aid with staffing of events. Payment will be based off final numbers given and food selections, any changes after this date is at the discretion of management.

Catering

All catering is to be supplied by Leopold Sporties.

Birthday cakes are the exemption to this rule. A \$2.50 per person "cakeage charge" will be incurred should you require your cake to be cut and served by Leopold Sporties staff.

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 liquor to minors. Management & Staff are required by law to refuse you liquor service if you are under 18 years of age, unduly intoxicated or creating a disturbance.

All guests under the age of 18 must be accompanied by a legal guardian at all times during their 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 function activities are considered illegal, noisy or offensive.

Birthday Parties

The Leopold Sporties host's birthday parties from 21 years and up where liquor is involved. We **Do Not** host 18th birthday parties.

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 are inclusive of GST.

Children must be supervised at all times by a parent or guardian, and are not allowed to leave the function areas unattended. *Please note minors are not allowed on a licensed premises after 11pm.*

Smoking

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

Decorations/Entertainment

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

Smoke machines **are not** to be used inside any room of the venue. 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 function hosts.

Workplace Health & Safety standards and requirements must be adhered to at all times before, during and after the function.

Please refrain from using any type of confetti in your function otherwise a cleaning fee of \$100 will be charged.

Chair & Table Coverings

The use of Black chair covers will incur a \$3.50 per chair fee.

The use of White Linen tablecloths will incur a \$4.50 per table fee.

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 standards. The host of the function is responsible to conduct the function in an orderly manner.

Damages

Please note that 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 hosts responsible for the function. 100% of any repair costs will be charged to the function host.

Leopold Sporties 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.