

Club Membership & Entry

It is a requirement of Club Central for the organiser or client of a function to be a member and sign in all non-member guests as per standard club regulations. A current form of ID is required for all guests to sign in to enter a function. This can be in the form of a driver's licence, passport, proof of age card. All guests must strictly adhere to the dress regulations set by Club Central or they will be refused entry. Dress regulations are available on the Club Central website or contact our event team.

Booking Payment & Confirmation

All bookings remain 'tentative' until a deposit is paid, and the Terms and Conditions are signed and returned. Valid credit card details must also be provided with the Terms and Conditions to secure the booking, without which the booking will remain tentative until these details are provided. Club Central reserves the right to reclaim damages or unpaid expenses incurred during the event on this credit card. Tentative bookings will be held for a maximum of seven (7) days after which, the event space can be released to another client without notice. The paid deposit and signed function agreement constitute a confirmed booking. Club Central reserves the right to request a \$500 bond for bookings at its own discretion payable prior to booking confirmation. All bookings must be a minimum of five (5) hours or \$440.

Final payment, guest numbers and all details relating to event are to be finalised and submitted to Club Central no later than fourteen (14) days prior to the event. A Booking Confirmation Document will then be sent to the Client outlining all final details. Club Central will endeavour to accommodate for changes subsequent to this time but will not guarantee or be held responsible for any issues that arise due to changes made after this time. The client can request to increase final guest numbers of which Club Central will try to accommodate. If guest numbers are decreased after fourteen (14) days prior to the event the cost cannot be refunded.

Payments will be accepted in the form of cash, credit card, EFTPOS or deposits directly into Club Central's nominated bank account. Payment by cheque may be possible with prior approval from Club Central. Prices are subject to change without notice. All prices include GST. Club Central will advise the Event Client of any price rises as soon as practically possible, in writing. A minimum of 50 guests and a surcharge of 15% of the total cost of the event apply on public holidays.

Cancellation

Should the unfortunate need arise to cancel a booking all cancellations must be submitted in writing to Club Central and are subject to the following policy conditions:

- Cancellations made thirty (30) days or more are entitled to a full refund of the deposit less a \$50.00 booking fee.
- Cancellations fifteen (15) days to thirty (30) days are entitled to a 50% refund of the deposit.
- Cancellations seven (7) to fourteen (14) days 100% of the deposit be forfeited.
- Cancellations seven (7) days or less 100% of the total revenue outlined in the Booking Confirmation Document will be forfeited.

If the Club has reason to believe that the event will affect the smooth running of the Club's business, its security or reputation, the Club reserves the right to cancel the event at their discretion. If full payment is not received within fourteen (14) days Club Central, at its discretion may cancel the event. Club Central cannot guarantee or be held responsible for any issues that arise resulting from payments made after this time.

Event Duration

Social events are limited to a five (5) hour duration. Corporate events can be booked for either a five (5) hour or eight (8) hour duration. The client must adhere to their specified duration, with the addition of a thirty (30) minute set up and a thirty (30) minute guest departure. Additional time is chargeable. The bar (if open) will close 15 minutes prior to the end of the event.

Event Rooms

The Client is responsible for ensuring the number of guests does not exceed the pre-determined maximum capacity. All thoroughfares, entrances and exits (include fire exits) must always be free from obstructions and accessible. Club Central reserves the right to re-allocate event rooms based on demand. If final numbers vary significantly from those detailed in the Booking Confirmation Document, Club Central may substitute a more appropriate room and the Client accepts that additional charges may be incurred.

Catering

Meals must be provided for all guests according to the final numbers provided. Service meals must also be provided for all contractors including photographers, entertainers, DJs, AV technicians. There is a minimum cost associated with service meals of twenty-five (25) dollars. No Outside Catering is permitted to be brought onto the premises at any time. Cakes and cupcakes may be allowed given Club Central has prior notice and a cakeage fee may apply. In line with the Smoke-Free Environment Act 2000, no food is to be consumed in designated smoking areas.

Additional services

Club Central is pleased to organise a variety of additional services upon request including but not limited to entertainment, decorations, security and audio-visual. These additional costs must be paid as part of your final payment fourteen (14) days prior to the event. Any cancellations after this time will not be refunded. By signing this agreement, you accept to receive future email offers from Club Central. Opt out is available.

Bar

A minimum spend applies to any event requiring the bar to be open. This is three hundred (300) dollars Sunday to Thursday and five hundred (500) on Friday or Saturday. For events concluding after four pm on a Friday or Saturday, only functions with the bar open will be accepted. For a cash bar, if there is a balance remaining this is chargeable to the host, payable at the end of the night. Unsettled amounts will be charged to the credit card provided. For a dry till the amount must be settled prior as part of the final payment and any unused amount is non-refundable. Sealed alcohol can be brought into Club Central in the form of a prize or gift but must be wrapped and cannot be opened or consumed on premises. Any external alcohol that is opened is in breach of NSW licensing laws and will be confiscated by Club Central and offending guests will be asked to leave.

Responsible Service of Alcohol

Club Central is a licensed venue and strictly adheres to the rules and regulations of the Responsible Service of Alcohol as determined by the State Government. Club Central may shorten the length of the event, close the bar early or implement other restrictions if they believe further consumption of alcohol puts Club Central's license at risk. Club Central reserves the right to put restrictions on the service of alcohol depending on the number of minors attending the event.

Minors

The Client must notify Club Central before confirmation of the booking if minors are to attend an event, and if so how many when confirming the booking. Minors must be under constant supervision, in the presence of a mature, responsible adult at all times and cannot leave the event area without a responsible adult. The Club may request minors to wear wrist bands.

Noise

Club Central enforces the Liquor Act 2007 requiring those leaving licensed venues to refrain from making any noise that could disturb neighbours. The Client is responsible for ensuring guests leave the event in a timely and responsible manner.

Entertainment

Club Central must be notified if the Client will have any form of entertainment at the event. If an AV technician is required, this will be supplied by Club Central and chargeable to the Client. Only Club Central contracted technicians are allowed inside the bio box or backstage. If external DJ's or entertainment providers not contracted by Club Central are to be present at the event, notification of the party, public liability insurance and a subcontractor's statement are to be provided with final payment.

Parking

Parking can be provided for event guests on request but is subject to availability. Handicap parking spaces are available and wheelchair access is available throughout the Club.

Security

Security is required for high-risk functions according to Club Central's policy, at a ratio of one guard for every one hundred guests. Security is required when alcohol is being served at 21st birthdays, sporting club events, high attendance events and events where minors are present. This is chargeable to the client at Club Central's discretion. The host of a high-risk function is also responsible for supplying the Club with a plan for the safe travel home of their guests at the conclusion of the function.

Term's & Conditions Agreement Form

Client Name: _____ Company Name: _____

Event Name: _____

Address: _____ Post code: _____

Email: _____ Phone number: _____

Event Type: _____ Date: _____ Number of Guests: _____

Start time: _____ End time: _____ Club Membership #: _____

Signature: _____ Date: _____

Secondary point of contact name (if applicable): _____

Email: _____ Phone number: _____

Security Deposit

Valid credit card details must be provided as security on the booking. Without the details of a valid credit card on file, the booking will remain tentative until these details are obtained.

Should payment for all event charges not be made in full by times outlined in this agreement, the club reserves the right to charge the outstanding amount on the credit card below. This credit card will also be charged if there is a remaining balance from the agreed minimum beverage spend, if it is not paid at the conclusion of the event. Exceptions to the rule must be submitted in writing and approved by the Functions Manager.

*To also pay the deposit, bond or final payment with this card please circle: **Deposit / Bond / Final Payment***

Type of Card (circle): Visa / Mastercard

Name on card: _____

Card Number:

Expiry: _____ / _____ CVV: _____

Cardholders signature: _____