

EVENT TERMS & CONDITIONS

BOOKING CONFIRMATION

To secure your booking a signed copy of the Terms & Conditions together with the payment of a \$200.00 deposit (50 ppl or less) or \$500.00 (more than 50 ppl) is required to secure your event. If a deposit is not received, the management of the Club may allocate the venue to another client. Bookings are up to four (4) hour duration for the allocated area. All functions must cease by 12.00 midnight. Last drinks will be called half an hour prior to closing. The club requires that 50% of the catering is paid for at least 7 days prior to the event. Failure to do so could jeopardise your event.

CANCELLATIONS

Should a cancellation occur after the payment of a deposit, the following policy will be applied: With notice in excess of 7 days a full refund will be made.* With notice less than 7 days, initial deposit plus 50% of the total cost of the catering will be forfeited.* All Cancellations need to be made in writing to the Function Coordinator. All refund of any funds shall be determined by the date of the written notice received.

FUNCTION GUESTS

To hold an event at the Hunters Hill Club one of the event organisers must be a member of the club. The Registered Clubs Act requires all guests to be signed in to the club, please notify your guests that proof of age will be required. Silver membership is available for \$30.00 per subscription year. Membership discounts do not apply to functions.

PAYMENT & FINAL NUMBERS

Confirmation of final numbers and catering and beverages must be made no later than seven (7) days prior to the function date. This ensures there is enough time for stock to be ordered. Full payment is required at the conclusion of the event. Payment can be made by cash or credit card. If an invoice is required you must let the club know before the commencement of the event.

FOOD & BEVERAGE

The caterer has exclusive catering rights at the Hunters Hill Club and no other catering is permitted within the club or any part of the grounds. Please advise us regarding any special dietary requirements you or your guests may have. Under no other circumstances will

the club allows any function to bring any food or beverage into the premises. You are allowed to BYO cake, however there is a \$2 cakeage fee per person (plates and cutlery provided). \$5 per person for Green Park Brasserie to cut and serve with ice cream. The Hunters Hill Club does not permit BYO food or beverage service.

RESPONSIBLE SERVICE OF ALCOHOL

The event organiser acknowledges the Club's responsibility to ensure that all requirements of legislation concerning the sale and consumption of alcoholic beverages are complied with. The Club reserves the right to refuse beverage service to guests believed to be affected by alcohol or other substances. Purchasing and/or supplying alcohol to minors by any member of your party will result in the event being terminated immediately. **LOSS OR DAMAGE & INSURANCE** Whilst our staff will exercise all due care, the Hunters Hill Club will accept no liability for loss or damage to any property owned by its clients, or their participants, contractors or employees. Event organisers are financially responsible for any damage sustained to property or equipment owned by the Hunters Hill Club.

DECORATIONS

Nothing is to be nailed, screwed, stapled or adhered to any wall, door, window or other part of the building. The hanging of banners must be approved by the Club prior to the event. Any damage sustained by the club while hosting your event will be your responsibility. If you are having decorations, cakes, etc delivered directly to the Club, please make prior arrangements with our Event Coordinator to ensure we are aware of your storage requirements. Decorations are to be removed at the conclusion of your event.

NOISE LEVEL COMPLIANCE

As the club is located in a residential area, entertainment options must be arranged in consultation with and approved by the club. In the event noise levels are deemed too high, the Club will request music and/or other excessive noise be reduced so not to disturb neighbouring properties. If the noise continues, music, alcohol and other services may cease.

BOWLING FUNCTIONS

In the event of inclement weather, The Hunters Hill Club reserves the right to retain all green fees paid and allocate them to the cost of agreed alternate activities and associated costs. Should you have any queries in relation to this matter, please discuss this with the Event Coordinator.

VARIATIONS

Every endeavour is made to maintain prices as quoted however circumstances beyond our control may cause some movement in the charges made. Prices in effect at the time the final requirements are completed will be maintained, provided the Club is in the possession of the signed copy of the event orders. Menus may change due to seasonal availability and prices are subject to change without notice.

CANCELLATION BY THE CLUB

The Board of Directors of the Hunters Hill Club must approve acceptance of any functions. If the Club has reason to believe that an event will affect the smooth running of the Club, its security or reputation, it reserves the right to cancel the event at any time.

CLUB OPERATIONS

Please note that the normal club activities and member facilities will continue around the club, during the course of your event. A designated area can be booked but this does not exclude normal operations continuing. The club's normal operating hours are:

Monday: 11:30am – 9:00pm

Tuesday: 11:30am – 9:30pm

Wednesday 11:30am – 9:30pm

Thursday: 11:30am – 9:30pm

Friday: 11:30am – 10:00pm

Saturday: 08:00am – 10:00pm

Sunday: 08:00am – 9:00pm

CAR PARKING

Ample parking is available at the Club for members and guests. The Club will not accept responsibility for any damage to vehicles or loss of valuables from vehicles.

SMOKING

Smoking is not permitted inside any part of the club.

DRESS

All guests must conform to the Club's dress code and the Club reserves the right to refuse entry.

RIGHTS OF THE CLUB

The Club reserves the right to complete control of the venue, including all means of entering or exiting the premises. This includes the right to refuse entry to any person or persons or the removal of any person whose behaviour is objectionable, improper or undesirable in the opinion of Hunters Hill Club staff and/or contractors to the club. The Club reserves the right to close any function where the behaviour of guests becomes unmanageable or poses a danger to other guests or staff.

CHILDREN & MINORS

Children under the age of 18 years of age are permitted in the dining room under the supervision of a responsible adult, minors (including babies and small children) are not permitted to enter the gaming or bar service areas of the club. No person under the age of 18 will be served alcohol as per the Liquor Act 1982 and NSW Registered Clubs Act 1976. The event organiser will be held responsible for any breaches of the Liquor Act of providing alcohol to minors should this occur.

PRIVACY

The Hunters Hill Club (the "Club") acknowledges and respects the privacy of individuals. We advise that the information you have provided is "personal information" as defined by the Privacy and Personal Information Act 1988. This information is being collected for the purposes of processing your booking, reservation or enquiry, keeping you informed of upcoming events and assisting us in improving our service to you. The intended recipients of the information are the Hunters Hill Club. The provision of the information has been collected as specified above you have a right of access to, and alteration of, personal information concerning yourself in accordance with the Act. The information has been collected by the Club and will be held by the Club. Please direct any enquiries you may have in relation to this matter to the Event Coordinator.

EVENT TERMS & CONDITIONS

Please sign and return the following to the Function Coordinator

Day & Date of event: _____

Contact Name: _____

Address: _____

Contact Number: _____

Email: _____

Area requested: _____

Approximate numbers: _____

Approximate start time: _____

Deposit Amount: _____ Paid on: _____

Catering Deposit: _____ Due on: _____

☐ MASTER CARD ☐ VISA ☐ AMEX

CARD NUMBER _ _ _ _ _ EXPIRY .CCV _ _ _ _

I have read and accept the Terms and Conditions outlined in the previous pages by The Hunters Hill Club.

Signature: _____

Date: _____ Member No: _____