



DUNDAS SPORTS FUNCTION BOOKING SHEET

Date _____

Company _____

Contact Name _____

Mobile No _____

Email _____

Area _____

No of Guests _____

Occasion _____

Access Time _____

Start Time _____

Finish Time _____

ROOM HIRE FEES

Heritage Room \$150 4 Hour Duration

Board Room \$50 4 Hour Duration

Auditorium \$250 4 Hour Duration

OTHER FEES APPLICABLE

Heritage Room Staff \$30 p/h 4 Hour min

AV Equipment \$100.00

Bond \$1,000.00 21st Parties

Security \$110.00 p.h. 2 Guards

Cleaning \$150.00 Discretion

Guards for 21st Birthday parties will be required for the duration of the function

SET UP REQUIREMENTS

Cake Table _____ Gift Table _____

Rego Table _____ Security _____

Deliveries _____

Other _____

BEVERAGE OPTION

Buy own drinks _____

Bar Tab _____ Amount _____

FOOD OPTION PREFERRED

Cocktail _____ Buffet _____

Set Menu _____

DEPOSIT – CREDIT CARD

I _____

Give authority for Dundas Sports & Recreation Club to hold my credit card details as stated below and charge the stated figures below to my card for the deposit.

Amount \$ _____

Paid On CASH/CHEQUE/EFTPOS/CREDIT CARD

Credit Card Number _____

Name on card _____

Expiry _____

Amount \$ _____

Card Type VISA / MASTERCARD

Signature _____

A signed terms and conditions form must be returned along with the deposit

FUNCTIONS DEPOSITS, PREPAYMENT

AND CONFIRMATION OF BOOKING

A booking is only considered confirmed upon receipt of a signed terms and conditions form and full deposit payment. If either the deposit or terms and conditions form are not received, management reserves the right to cancel the booking and allocate the space to another client.

A deposit of \$100 or 20% of the estimated function charge whichever is greater, is required to confirm your function.

Function areas are adequately signed and sectioned off with bollards for the confirmed number of guests. We do not take responsibility for inadequate function space if guest numbers exceed confirmed numbers. In certain exceptional and unforeseen circumstances it may be necessary to assign a different area for your function, providing sufficient notice where possible.

PAYMENT

Company or personal cheque cannot be accepted less than 7 days prior to your function. Full payment of your function is required 7 days prior to your function date.

FUNCTION REQUIREMENTS

Catering selections for your function are required 14 days prior to your function date. Beverage selections and set up requirements are required 7 days prior to your function date.

We require a confirmation of final numbers attending your function a minimum of 72 hours prior to your function date.

Any decrease in catering requirements less than 7 days prior to the function, will still be charged to the client. Should a confirmed number not be received, the attendance indicated in the Function Booking Form will be taken as final and will be charged accordingly.

CANCELLATIONS

If you decide to cancel your function, the following conditions apply:

- If cancellation occurs more than 30 days prior to your function date, the deposit will be refunded in full;
- If cancellation occurs between 14 days – 30 days prior to your function date, 50% of the deposit is forfeited unless function is rebooked;
- If cancellation occurs between 7 – 14 days prior to your function date, 75% of the deposit will be forfeited unless function is rebooked;
- If cancellation occurs less than 7 days before your function date, 100% deposit is forfeited plus all catering expenses must be paid for;
- For cancellations on bookings in November and December, 100% of the deposit will be forfeited.

Your function area will not be held for any longer than 1 hour after your specified start time. Additionally, your catering will be null and void and no refund will be given.

EXPECTED CONDUCT AND LOSS AND DAMAGE OF PROPERTY

All guests entering the venue must provide an acceptable form of identification in line with our house policy.

Management reserves the right to refuse or remove patrons attending the function from the premises for unruly behaviour and/or showing signs of intoxication as determined by the manager's discretion or by the Responsible Service of Alcohol regulations. The client shall remain responsible at all times for any loss or damage to the property of the venue caused by the client or guests before, throughout the duration and after their function.

Credit Card details will be kept for security reasons and in the event of any loss or damage to the venue as in the above clause, the credit card will be charged accordingly. Although we are committed to providing a safe and secure environment, the venue takes no responsibility for loss or damage to client and patrons belongings before, during and after the function.

ADDITIONAL SERVICES

Decorations are allowed within your function area however no items are to be attached, pinned or glued to any surface at any time except if authorised by the functions manager.

Dundas Sports & Recreation Club takes no responsibility for gifts or for any decorations purchased by the clients.

Additional Services will be charged on top of your minimum spend requirement.

If you require a security guard to be present in your function, we require at least 1 weeks' notice and the client will be charged at \$55 per hour (min. 4 hours) for the duration of the function.

MINORS

Minors attending functions at Dundas Sports are only permitted onto the premises in the company of a parent or guardian, and must arrive, remain and leave the premises in the company of that parent or guardian.

The functions manager and venue management must be made aware of minors attending the function and be provided with a list of the minor names, DOB and parent or guardian at least 24 hours prior to the function.

Minors are not permitted in any area of the venue except the designated function area unless accompanied by the parent or guardian to the bathroom only. Minors are not permitted to be served at the bar at any time or under any circumstances, the parent or guardian can only provide a minor with a non-alcoholic beverage that the parent or guardian has obtained at the bar on their behalf.

CATERING AND BEVERAGES

Only food and beverages purchased from Dundas Sports can be consumed on premise, with the exemption of cakes or desserts or prior authorisation from the functions manager. The catering specified on the function platter menu is an indication only and may change for your function.

UNFORSEEN CIRCUMSTANCES AND PRICES

If booking a function on the balcony, please be aware that we accept no responsibility for outside weather conditions, but will make every endeavour to provide an adequate function area if the conditions affect the booked area.

Dundas Sports Club will make every endeavour to maintain prices; however we reserve the right to vary any quotes in the event of cost price increases in any foods and services supplied by us.

I, have read and understand the terms and conditions and agree to comply with all the above.

Clients Signature

Clients Name

Date

Venue Signature

Venue Name

Date