

## TERMS & CONDITIONS

**Bookings:** We are happy to accept tentative bookings. These bookings must be confirmed within 7 days of the tentative booking being made. If no confirmation is made within this 7 day time frame the date will be released without notice.

**Deposit:** All bookings will be deemed tentative until a \$500 deposit and the signed terms and conditions form are received. Your deposit will be deducted from the bar account payment. Alternatively, if no bar account is provided, the deposit will be refunded to you by way of cheque.

**Cancellations:** In the event of cancellation of your booked date, the paid deposit will be refunded only if the date is re-booked. If the date is not re-booked, your deposit will be retained by the Wantirna Club.

**Confirmation:** For catering purposes, confirmation of your total number of guests attending your function is required 10 days prior to the event. The confirmed number provided is what your final account will be based on.

**Payment of Accounts:** Payment for all fixed price items (food, room hire, entertainment etc) is due by cash, bank cheque or credit card a minimum of 7 days prior to your function. Bar account payment is due by cash or credit card at the conclusion of your function. A 3.5% surcharge will apply for payments made with American Express or Diners Club cards.

**Security:** Security will be provided at a cost to the guest where deemed necessary by the management of the Wantirna Club.

**Entertainment:** We can assist you in organising entertainment. Outside entertainment will be subject to approval by management and must be advised at the time of booking.

**Food and Beverage Policy:** No food or beverage is permitted at any time to be brought into or consumed on the premises, with the exception of a celebration cake.

**Property Damage:** Organisers are financially responsible for all damage caused to any function area or surroundings by their guests, delegate's employees or agents, before, during and after a function.

**Signage:** Nothing is to be nailed, screwed or attached to any wall, door or other surface or part of the building. Signage must be approved by management and must be kept to a minimum unless otherwise arranged.

**Responsibility:** The Wantirna Club does not accept any responsibility for damage or loss of merchandise or the personal property left on the premises by any person prior to, during or after a function.

**Liquor Licensing Requirements:** Management reserves the right to exclude or remove any person from a function or refuse admission to any or all other areas of the venue in accordance with the liquor control act of Victoria. The Wantirna Club practices responsible serving of alcohol. Intoxicated or argumentative patrons will not be served.

It is the responsibility of your guests to ensure that they have appropriate identification on them at all times whilst on the premises.

**Member Privilege:** Current members of the Wantirna Club who have held their membership for a minimum of one year are entitled to a 50% discount from our advertised room rate. This is for personal functions only and is not applicable for corporate or business related functions. Loyalty points are not able to be redeemed or received for functions.

**Pricing:** All prices listed are based on current prices and are subject to change without notice.

A surcharge for Public Holidays and Sunday's may be applicable.

Please note: Access to function rooms is via staircase only.

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I, the undersigned, acknowledge and accept having read and understood the above information and agree with these terms and conditions.

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Date of Function: \_\_\_\_\_ Function Manager: \_\_\_\_\_