booking form

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| --- | --- |
| **FUNCTION BOOKING** | |
| **NAME OF FUNCTION** | **DATE OF FUNCTION** |
| **NO. OF GUESTS** | **EVENT START TIME** |
| **CONTACT PERSON** | **PHONE** |
| **EMAIL** | |

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| --- |
| **TYPE OF FUNCTION** (PLEASE CIRCLE) |
| **| COCKTAIL PARTY | LUNCH OR DINNER | SEMINAR/WORK DAY | OTHER |** |
| (BRIEF DESCRIPTION) |

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| --- |
| **FUNCTION ROOM AND LAYOUT** (PLEASE CIRCLE) |
| **| MAIN ROOM | TURF | TURF UNDERCOVER | BALCONY |** |
| **| COCKTAIL 1 | COCKTAIL 2 | SIT DOWN 1 | SITDOWN 2 | OTHER |** |

|  |  |  |
| --- | --- | --- |
| **ACCOUNT DETAILS** | | |
| (PLEASE PROVIDE YOUR CREDIT CARD DETAILS TO PAY THE NON-REFUNDABLE DEPOSIT) | | |
| **NAME OF CARD HOLDER** | **AMOUNT $** | |
| **TYPE OF CARD** (CIRCLE) **| VISA | MASTERCARD | AMEX |** | | |
| **CREDIT CARD NUMBER** | **EXIRY DATE** | **CVC** |

|  |  |
| --- | --- |
| **I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS** | |
| **SIGNED** | **DATE** |
| **NAME OF SIGNATORY** | |
| **I REQUIRE A RECEIPT/TAX INVOICE FOR THE DESPOSIT | YES | NO |** | |

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**PLEASE OUTLINE THE PREFERRED TABLE SPECIFICATIONS FOR YOUR FUNCTION**

**Main Room Balcony**

BAR

**Turf**

**WEST BEACH SURF CLUB TERMS AND CONDITIONS**

*Effective from July 2018*

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| --- | --- |
| INITIAL BOOKINGS | We will hold tentative bookings for ……. At which time if the deposit has not been paid, management reserves the right to reallocate the area without notice. |
| CONFIRMATION | To confirm your booking, we require a non-refundable $300 deposit to be paid in full within …. Of the initial booking date with a signed contract. We accept cash, credit or debit card payment. |
| PAYMENTS | All accounts are to be paid in full at the conclusion of your function. We accept cash, credit and debit cards or cheque |
| EXCLUDED FUNCTIONS | We do not accept bookings for 18th birthday parties, bucks or gentlemen evenings and year 12 graduation parties. |
| FINAL NUMBERS | To allow for sufficient catering and staffing levels you must confirm final numbers 7 days prior to your event. |
| FOOD | All guests must be catered for when liquor is provided. All food will be sent out within a 2.5h period from the first platter being served for evening functions. External catering is not permitted, unless it is a particular ethnic dish our chefs are unable to recreate and has been agreed upon with management prior to the function. Celebration cakes are permitted at a $55 cakeage charge. |
| MINIMUM SPEND | For private functions there is a non-negotiable minimum spend of $1500 which must be met in bar sales. If the minimum spend is not reached on completion of the function the remaining balance will be added onto the final account. |
|  |  |
| RESPONSIBLE SERVICE OF ALCOHOL | The venue reserves the right to refuse service and/ or entry to any guest/s deemed to be exhibiting intoxicated or inappropriate behaviour regardless of association to hirer or host. We reserve the right to ask any guest who has been “cut off” or is acting in an inappropriate or dangerous fashion to leave the venue immediately, regardless of their association with the hirer or host. No alcohol that has been received as a gift can be consumed on the premises, with the exception of wine when corkage has been paid. We maintain the right to cancel the function at any given stage without financial reimbursement if the event or guests are deemed to be unsafe or unruly. We have a strict no ID, no service policy, if a guest cannot provide ID when asked by a staff member we reserve the right to refuse service. If another guest is found to be supplying alcohol for them, both guests will be asked to leave immediately, regardless of association to hirer or host.  All minors must be accompanied by a parent or guardian and are required to leave the venue by midnight. Any guest found to be supplying a minor with alcohol will be asked to leave the venue immediately. |
| PROPERTY DAMAGE | The hirer is financially responsible for any damage to equipment or facilities owned by The West Beach Surf Club. The club holds no responsibility to equipment hired for the function by the function hirer. |
| CLEANING | While your room hire fee includes the cost of cleaning services after your function, if cleaning is deemed to be excessive, management reserve the right to add a cleaning fee on to your final account. |
| WEATHER | The West Beach Surf Club take no responsibility for the weather. If booking an outside function, you do so at your own risk. The West Beach Surf Club cannot guarantee exclusive use of an alternative area, however, when possible we will accommodate for last minute changes due to weather conditions. |
| CANCELLATIONS | In the unfortunate instance of cancelling a booked function the deposit paid cannot be refunded. |
| DECORATIONS | No glitter, scatters or confetti are permitted. You may choose to decorate the room yourself, however, nothing is to be nailed, screwed or adhered to any surface or part of the building. The West Beach Surf Club takes no responsibility for any decorations that may get damaged or go missing before, during or after the function. All decorations being delivered to the club prior to a function must be discussed with management prior. Storage for decorations being delivered can not be guaranteed unless prior arrangements have been made. |
| SECURITY | Security is non-negotiable and at the cost of the hirer |
| PRICES | All prices are based on current cost and are subject to change without notice to meet increases as they arise. Quoted prices include GST. |
| FIRE SAFTEY | The use of compressed gas, flammable liquid/gas, heaters, lamps, lanterns and other heat producing devices are forbidden from the Club |
| DEPARTURE OF VENUE | Drinks will cease to be supplied at 12am and guests are to vacate the premises by 12:30am in a quiet and respectable manner. Failure to do so could incur additional charges at the discretion of management. |
| PARKING | We provide limited onsite parking, cars may not be parked in the carpark after 1am, as per council stipulation. The club holds no responsibility for damage or theft while cars are parked onsite.  By signing this form and paying the deposit you are agreeing to the above terms and conditions.  I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Have read the above terms & conditions and fully understand that in accepting these terms and conditions I am liable and bound by them.  Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |