

BOOKING: We are happy to accept tentative bookings. These bookings are required to be confirmed within 14 days of placing initial booking to secure the respective function date. The Bairnsdale Sporting & Convention Centre reserves the right to cancel booking if confirmation is not received within the specified period.

BOOKING CONFIRMATION: All bookings will be deemed tentative until a deposit of \$200 is made, and the signed terms and conditions forms are returned to us.

CANCELLATIONS: In the event of cancellation of your booked date the paid deposit will be refunded only if that date is re-booked.

PRICES: All prices quoted are based on the current prices and are fixed for (3) three months from confirmation date.

SURCHARGES: Please note a surcharge of 15% will be applied to the finalised food and beverage account for functions held on a Sunday and Public Holidays. An additional \$200.00 will be charged for each hour or part thereof that a function continues after midnight or the agreed time.

FINAL NUMBERS: The guaranteed minimum number of guests must be finalised at least five (5) working days before the function. Payment will be based on these final numbers given. If the number of guests increases the client will then be charged the extra.

FINAL DETAILS: Table floor plan and settings cannot be changed within three (3) working days of the function. Any late changes may incur an additional charge.

DAMAGES: Clients are liable for any damages and above normal cleaning costs, which may occur as a result of the function. The cost of the any damages will be charged on the function invoice. The Bairnsdale Sporting & Convention Centre holds no responsibility for items brought by clients or other patrons.

PAYMENT: Final payment for the confirmed catering is payable three (3) working days before the date of function with a 10% deposit paid 21 days in advance, and drinks at the conclusion of the function. Payment options are cash, eftpos or credit.

SERVICE STANDARDS: The Bairnsdale Sporting & Convention Centre practices the responsible service of alcohol. Management reserves the right to refuse service of alcohol to intoxicated patrons.

ROOM HIRE: A room hire charge may apply to the function. Please see attached for details.

ENTERTAINMENT: Any form of entertainment being used on the Club's premises must have prior approval of the Functions Manager.

COMMENCEMENT AND VACATING ROOMS: The client agrees to commence and conclude the function at the scheduled times. If the function exceeds the booking times (12.00pm) additional charges will apply.

ROOM ALLOCATION: The Bairnsdale Sporting & Convention Centre reserves the right to assign an alternative function room in the event that the room originally assigned is unavailable or inappropriate for any reason including the reduction of initial guest numbers as advised during the tentative booking.

SET UP, BREAKDOWN & DELIVERIES: Clients are responsible for all costs associated with the set up and breakdown of display equipment. The Bairnsdale Sporting & Convention Centre must be advised of all deliveries and pick-ups prior to their arrival and collection. All items must be delivered marked with a name and date of event. Collection times must be within the Club operating hours or by prior arrangement.

SECURITY: The Bairnsdale Sporting & Convention Centre reserves the right to hire security staff at the client's expense if deemed necessary, subject to providing written notice to the client as to the reasons for the decision.

CONSUMPTION: No food or liquor of any description may be brought onto the premise of The Bairnsdale Sporting & Convention Centre without prior arrangement with the Functions Manager.

DISPLAY & SIGNAGE: There is to be no signage placed in any area of The Bairnsdale Sporting & Convention Centre except in the designated area of the function rooms.

PARKING: Please note that all parking is subject to availability.

LAYOUT: Any alterations that are required to the room after initial set up has been completed may incur an additional charge.

IMAGES: Patrons may be photographed, filmed or recorded while on the premises and each patron acknowledges and agrees that Bairnsdale Sporting & Convention Centre may use any such image, film or recording in its sole discretion and without the need to account to or obtain any further consent from the patrons.

I have read the above conditions and agree to comply with them.

Name: _____ Date: _____

Signed _____ Date of Function: _____

Venue: _____