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South Tweed Bowls Club Limited  
trading as South Tweed Sports

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## Function Booking Agreement

**Confirmation of Bookings:** Your booking is not confirmed until a deposit is received. We hold tentative bookings for 7 days only, and if we do not receive confirmation and a deposit we will release the space without further notice.

**Confirmation:** To confirm your booking we require a signed copy of this **Function Booking Agreement** to be returned to us with the requested deposit.

**Payment:** The contract signatory is liable to pay all money due under this Agreement. We do not provide credit. All function accounts must be paid with Credit Card, Cash or Bank Cheque at least 2 days before the date of the function. Personal and company cheques are only accepted with prior approval. Events where a portion of the final account is unknown (e.g. beverage account [dry till]) may require a deposit prior to the event. In the event the deposit is higher than the final account the balance will be repaid within two (2) working days.

**Final numbers:** The final numbers are to be confirmed at or before 12 midday; at least two (2) working days before the event. This will be the **Guaranteed Number**. Increases up to 10% are acceptable if adequate notice is given. It is your responsibility to notify us of final numbers. Charges will be based on the Guaranteed Number or the number attending whichever is greater.

**Cancellations:** In the event of cancellation the following terms will apply:

1. All cancellations must be made in writing
2. For functions of 100 guests or *more*, if the function is cancelled more than 3 months from the function date the deposit will be refunded in full
3. For functions of 100 guests or *more*, if the function is cancelled less than 3 months from the booked date, the deposit will only be refunded if the function room is resold for a function of a similar size.
4. For functions of 100 guests or *less*, if the function is cancelled more than 1 month from the booked date the deposit will be refunded in full
5. For functions of 100 guests or *less*, if the function is cancelled less 1 month from the booked date, the deposit will only be refunded if the function room is resold for a function of a similar size.
6. For functions cancelled ten (10) working days or less before the function date, the cancellation fee will be equal to 50% of the total estimated value of the function.

**Room Hire Charges:** The cost for Room Hire may vary. A room hire surcharge may be applicable for a function that does not have catering requirements. The confirmed charge of \$\_\_\_\_\_ will also be noted on your event order.

**Time Extensions:** a labour surcharge of \$3 per guest per hour will payable for any function that continues beyond the agreed time.

**Equipment Hire Charges:** Charges usually apply for all special equipment or facilities provided for each function – please discuss costs and needs with Functions Manager.

**Staffing:** Additional function wait staff are charged for separately at the rate of \$\_\_\_\_\_ You will be given a quote for staffing at the time your booking is confirmed.

**Additional meals** for musicians, video people and photographers may be provided at a reduced cost – please discuss costs and needs with Functions Manager.

**Other charges:**

**Consumption of outside food and beverage:** Function organisers are not permitted to supply their own food or beverages. In special circumstances, approval for supply of food (e.g. Wedding Cake) may be arranged with our Functions Manager.

**Room Allocation:** The Club reserves the right to reassign the function to another room if the room originally booked is not available or is not considered suitable in the opinion of the Club.

**Delivery and pickup of Equipment:** the Club must be advised of all deliveries and collections made on behalf of the client. Payment for deliveries of goods must be made by the client in advance. Assistance for moving in or out of equipment will only be possible if staff are available.

**Responsibility:**

1. The patron assumes responsibility for all damage caused by them or any of their guests, invitees or other people attending the function, whether in the function rooms or in another part of the Club.
2. General and normal cleaning is included in the cost of the room hire charge, but additional charges may be payable if the function has created cleaning needs above and beyond normal cleaning.
3. The Club will take all necessary care but will not accept responsibility for damage or loss of any client's property in the Club before, during or after a function.
4. The patron is responsible to conduct the function in an orderly manner and in full compliance with the rules and House Policy of the Club and all applicable laws. We reserve the right to intervene if a function's activities are considered illegal, noisy or offensive.
5. The Club reserves the right to refuse the service of alcohol to any guests it considers to be under age or intoxicated or behaving in an offensive manner.

Please read the above agreement carefully, sign it below and return it to the Club as soon as possible. Scan/Email to Ben Gonzalez [functions@southtweedsports.com.au](mailto:functions@southtweedsports.com.au) Fax it to: 07 5524 4523 or Post it to: South Tweed Sports, 4 Minjungbal Drive Tweed Heads South NSW 2486.

**I have read and accept the conditions stated in this Agreement,**

Date of Function: \_\_\_\_\_ Number of people: \_\_\_\_\_

Name in full: \_\_\_\_\_ Position: \_\_\_\_\_

Company/organisation: \_\_\_\_\_

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

**Deposit enclosed:** \$\_\_\_\_\_ ( )B/Card ( )M/Card ( )Visa ( )Amex ( )Diners Club ( ) Cheque ( ) Cash

Cardholder's Name \_\_\_\_\_ Signature \_\_\_\_\_

Card No. \_\_\_\_\_ Expiry date \_\_\_\_ / \_\_\_\_

**Office Use Only:**

Payment received and processed by \_\_\_\_\_ Receipt No \_\_\_\_\_

Date: \_\_\_\_\_ Balance of payment due \$ \_\_\_\_\_ by: \_\_\_\_\_