

TERMS & CONDITIONS

BOOKING & PAYMENT

- To confirm a booking both a deposit for the full room hire and a signed copy of the acceptance of "Terms & Conditions" must be received by the Club.
- The Club will hold a tentative booking for up to 14 days for a booking made 30 days prior to the function. If confirmation is not received within 14 days this booking may be released. Bookings made within 14 days of the event will only be taken if the full room hire and a signed copy of the acceptance of "Terms & Conditions" is received by the Club.
- The Club requires 10 days notice of menu, beverage and function requirements plus approximate numbers.
- **Final billing numbers & payment are required 5 days prior to the function. Only an increase in numbers will be accepted after this time.** Function numbers can only be increased by a maximum of up to 10 and should not be varied within 48 hours of the function.
- For cancellations made more than two months prior to the event, all deposits will be refunded in full. All other deposits will be non-refundable.
- 21st Birthday functions require a \$500 security deposit & must be paid no later than 5 days prior to the event.
- One security guard per 50 guests will be required for 21st Birthday parties and all sporting events.
- A 15% catering and room hire surcharge will apply for all Sunday and Public Holiday bookings.
- Catering charges should be settled 5 days prior to the function unless special arrangements have been made.
- Payment can be made by cash, credit card or cheque made payable to Manly-Warringah Rugby League Club. Credit card payment surcharge : Visa & MasterCard : no surcharge. American Express & Diners Club : the rate is as per individual financial institutions merchant service fee charge to MWRLC. As at 1 September 2011 American Express 3% and Diners Club 4%.

CLUB RULES

- Guests are required to follow all rules and regulations of the Club. If your guests live within a 5km radius of the Club, they must either be a member of the Club, or be signed in by a member of the Club.
- If your guests live outside the 5km radius, they must sign the Visitors register on arrival.

FOOD & LIQUOR

- The Club offers a variety of menus and our staff would be pleased to help tailor a menu for your function.
- Vegetarian and children's meals (12 years & under) are available on request.
- Function guests are not permitted to supply their own food or beverages for events held in the Licensed Club.
- No person under the age of 18 years can be supplied liquor. The bar staff will refuse to sell liquor in cases where a person is suspected to be under age and may request that the person present appropriate identification as "proof of age". Children are to be in the company of an adult at all times. In adhering to the Club's "Responsible Service of Alcohol" policy, any persons deemed by Club staff to be intoxicated, will be requested to vacate the premises immediately. A person providing alcohol to an intoxicated person may incur a fine of up to \$550.
- Different rules may apply to the Federal Parade Meeting Room. Please enquire with our Function staff.

HEALTH & SAFETY

- Tables, chairs and other equipment are not to be placed in front of emergency exit doors.

SIGNAGE & DECORATIONS

- No signage is to be placed over existing Club notices, posters or signage. Decorations are not to be taped to walls or doors (blue tack is permitted).
- Please discuss your signage and decoration plans and needs with us.

DAMAGES & SECURITY

- Function organisers are financially responsible for any damage sustained to Club property during the function.
- If you require any security services the Club will be only too pleased to assist.

INSURANCE

- The Club will take all necessary care, however we accept no responsibility for damage or loss of property left in the Club before, during or after the function.
- If appropriate, organisers should arrange their own insurance.

Prices and conditions are subject to change without notice

FUNCTION NAME & DATE

Iagree to the Terms & Conditions stated above.

Signed Date