

## **TERMS AND CONDITIONS**

Thank you for choosing The Surf Club Kurrawa as the venue for your forthcoming event. We look forward to welcoming your guests/delegates and working with you to ensure the success of this event.

### **CONFIRMATION**

Confirmation of all details contained in this agreement will be recognised on return of this signed agreement and when the deposit is received. Tentative bookings will be held for a period of fourteen (14) days only, after which time the space will be released.

### **FOOD & BEVERAGE REQUIREMENTS**

Final details relating to menus, room setting and audiovisual requirements will be required fourteen (14) days prior to the function. The final numbers and chargeable numbers of the function will be required seven (7) days prior to the commencement of the function. Menus can be chosen from the Menu Selection which has been provided. Menu selections must be accepted by us prior to confirmation. We are, of course happy to discuss special menu requirements for your function.

### **AUDIO VISUAL REQUIREMENTS**

We will provide use of one of each of the following when hiring the large room - Whiteboard, Microphone, Projection Screen, DVD, VCR, Austar, Lecturn per day on a complimentary basis and subject to availability. Data Projector is charged at an additional \$100 per day. (Audio visual requirements for small meeting room by request).

### **DEPOSIT POLICY AND CANCELLATION**

It is necessary that certain conditions apply for all conference/function bookings as listed below: A deposit (room hire) of the agreed amount will be required and should be returned with this signed contract letter within fourteen (14) days of receipt of this agreement. Notice must be received in writing to The Surf Club Kurrawa, 60 days prior to the function/event for the full deposit to be reimbursed.

### **FUNCTION PAYMENT**

All beverages, food and any other sundry expenses incurred at the event will be paid at the completion of the function by cash, cheque or credit card (Diners, Amex are not accepted).



# The Surf Club Kurrawa

SPINNERS BAR

## GENERAL CONDITIONS

The client accepts responsibility for any damage caused to The Surf Club Kurrawa property or equipment by an act of negligence or misbehaviour on the part of the client or its agents. (Blue Tac, Sticky Tape and Tacks are not accepted in this room).

It is the client's responsibility to ensure that all attendees behave in an orderly manner during the function.

Patron Care - under QLD Licensing Laws, we have the obligation of Patron Care. At all times we maintain the right to decline service of alcoholic beverages to Patrons at private functions.

For 21st Birthday Parties we require a \$400 Security Bond Instructions from Management regarding noise levels and operation times must be complied with.

We are unable to permit clients to bring food or beverage onto the Club premises for consumption during a function, unless arranged with us (Birthday Cakes are allowed). Any food or beverage not consumed during the duration of the function remains the property of the Club.

We would ask that you please remind your guests that entrance to the Club is subject to our strict signing in procedures whereby identification or a membership card (either Club Kurrawa or a reciprocal Club card) must be produced upon entry to the Club. Guests who are not financial members of The Surf Club Kurrawa or reciprocal Clubs and live within a 15km radius of the Club must be accompanied by a member. Guests are not required to sign into the Club whilst attending an event in the function area.

A 15% surcharge will be applicable for events held on Sundays and Public Holidays, subject to Club Industry Employee Awards.

## AGREEMENT

I agree to the terms and conditions outlined in this document and understand that all reservations are subject to receipt deposits, as outlined. Please return the signed acknowledgement copy of the document via mail or fax, together with the deposit. Any alterations to the arrangement details in this document must be discussed, agreed upon and documented in writing by management.

Name of Client .....

Organisation .....

Contact Details .....

Date of Function .....

Clients Signature ..... Date .....

