



TERMS & CONDITIONS

Bookings & Payments

A tentative booking can be made and will remain in place for 12 days. Thereafter, a security deposit is required to confirm your booking. Upon confirmation, you will be required to complete the Function Room Booking Form and agree to our Terms and Conditions. If a deposit is not received, Management reserves the right to allocate the room and /or the date to another client.

Payment timeframe:

- A security deposit of \$500 to be paid when confirming a booking, this confirms your event. This will be returned to you after the event if no damage to the room has occurred.
- A cleaning charge of \$150 will also need to be paid when booking.
- An extra \$50 will be added to this fee for any event requiring tablecloths.
- All outstanding costs such as bar tabs must be paid at the conclusion of the event.

If your event spend, is over \$5000 the cleaning fee will be waived.

You will be responsible for paying for any damage that is caused to the venue, A photocopy of your credit card will be required for this reason upon booking. All credit card details will be destroyed 24 hours after your function has concluded.

Bookings are not confirmed until the deposit and cleaning fees are received.

Members of the club will receive their members discount on cleaning fee amount as well as 5% on bar tabs.

Final numbers are required no later than 7 days prior to your event.

The final function payment must be paid no later than 7 days prior to the event, any additional costs such as bar tabs must be paid prior to you leaving the venue. If final numbers are not received 7 days prior or late changes are made to your function, a further charge will apply.

Steelers reserve the right to discontinue the event management and execution of your event should the above conditions not be met.

All prices are inclusive of GST at the current rate of 10%. Please note, a levy for additional service not previously requested may incur a surcharge. This surcharge will be calculated on the time involved and the additional services required.

Insurance

The Steelers Club cannot take responsibility for the damage or loss of any items before, during, or after the function and suggest that organisers arrange for their own insurance/ cloakroom for valuable items. If bringing in your own or external DJ or Lighting a current insurance certificate must be provided.

Function Room Trading Hours

Trading hours for the room are;

Sunday – Thursday – until midnight

Friday – Saturday – until 1am

Minimum Charges

Please note functions will only be booked on a Friday and Saturday night with a minimum spend of \$1800 (excluding cleaning fee).

For functions that spend over \$5000 on food and beverage we will waive the cleaning fee and there will be no additional staff charges*

**based on regular food/beverage requirements.*

Bar Facilities

Full bar facilities are available in the Function Room. Please note Steelers Club adheres to all Responsible Service of Alcohol Rules and Regulations.

Staffing Ratios

Standard staffing levels are as follows;

Sit down function - 1:40 (plus bar servers)

Buffet style - 1:50 (plus bar servers)

Cocktail - 1:70 (plus bar servers)

Cash bar - Bar servers only

Additional staff may be requested at a cost of \$100 per staff member for a total of 3 hours.

Security

All 21st Birthdays and other events the club deems high risk must have security with a minimum ratio of 1:80.

The security cost is \$60 per hour with a minimum of 6 hours per guard.

This will be added to your function invoice.

Please note: We do not hold 16th or 18th birthday events at our venue.

Catering.

Our in-house caterers are the preferred option however should you wish to provide your own catering, they need to be a registered commercial food operator.

Note: If using your own caterers - all plates, knives, forks etc. need to be provided by your caterers. Your caterer is responsible for all food service.

Cancellations

Cancellations of confirmed functions are subject to a cancellation fee. Should a cancellation occur during this time, the room hire fee shall only be refundable only if the room is resold on the date originally booked. All cancellations **MUST** be in writing. If notice is given greater than 7 days prior to the event the security deposit can be transferred to a future date.

If notice is given within 7 days, the \$500 security deposit and catering costs will be payable.

Parking.

Function attendees are welcome to use the free club carpark; a carpark token can be collected from reception upon exit. There is also plenty of paid parking around our venue, including the council carpark on Stewart Street and the Win Stadium parking opposite the Sage Hotel. These paid parking sites become free after 12:30pm on Saturdays, Sundays and Public Holidays.

The Club reserves the right to shut down any event where we suspect any illegal act may be occurring.

Please Note: any instances where alcohol is supplied to minors by members and guests will result in both the minor and their parent/guardian and the supplier of alcohol asked to leave the premises and may result in police action being taken.

I understand and agree to these terms and conditions prior to hosting my event at the Steelers Club.

Date of Event: _____

Name: _____

Company: _____

Date: _____

Signed: _____