

5 BEEKMAN



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.

Payable timeframe:

- A security deposit of \$150 will also need to be paid at the time of booking.
- \$350 payable within 7 days of the event.
- All catering costs are due 7 days prior to the to the event.

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.

Room hire for 5 Beekman for an event is free if there is a minimum \$500 spend over the bar and the organiser is a member.

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

The final deposit 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 may 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 own or external DJ or Lighting a current insurance certificate must be provided.

Minimum Charges

To book 5 Beekman for private events there must be a minimum spend of \$500 over the bar. Catering costs are not factored into the spend.

Bar Facilities

Full bar facilities are available in 5 Beekman. 2 for 1 cocktails are available from 4:30pm - 7:30pm, Friday to Sunday. Please note Steelers Club adheres to all Responsible Service of Alcohol Rules and Regulations.

Security

All 21st Birthdays and other events the club deems high risk booked in 5 Beekman must have security.

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 between 2 and 6 days, the \$150 security deposit will not be refunded.

If less than 48 hours notice is given the full \$500 fee is 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: _____