

# Conference Facility Terms and Conditions



## Tentative Bookings

Tentative bookings will be held for a maximum of five (5) days. If the booking is not confirmed by way of deposit within this period The Surf Club Burleigh Heads ("The SCBH") reserves the right to release the date and space being held.

## Confirmation

All confirmations must be made in writing by signing the Terms and Conditions document and will be deemed confirmed upon receipt of the deposit.

## Deposit

A deposit of \$ (including GST for room hire) is required within 7 days of making a booking. This deposit is non-refundable.

## Payments

After the initial deposit, all payments are required 14 days prior to function.

## Payment Methods

We accept cash, cheque, direct deposit or the following cards: Visa, Mastercard, and Bankcard.

Cheques are to be made out to: The Surf Club Burleigh Heads.

Direct deposits to be made to the National Australia Bank, BSB 084-572 Account No. 85 465 5211.

Credit card payments incur a 2.5% service fee.

## Guaranteed Numbers

Guaranteed numbers are required no later than 14 days prior to your event. Should a final number not be received the number indicated on the Contract will be taken as the guaranteed minimum number. It may be possible to increase guest numbers at short notice however numbers cannot be reduced due to ordering of supplies and staffing commitments. Minimum numbers are based on adult guests.

## Surcharges

A labour charge of \$10 per person per half hour will apply if your function continues after the agreed time on the day/night of the function.

A 15% surcharge is applicable on the total amount of food and beverage amount on a Public Holiday.

## Menu selection and final numbers

Menu selection if applicable and final numbers must be confirmed in writing 14 days prior to commencement of your function.

Please note that all food and beverage prices are subject to change, and certain menu options may be changed due to availability of product.

## Additional Services

We are happy to assist with a variety of additional services upon request e.g. audio visual equipment. These may incur additional charges to you (the client), prices on application. If the function is cancelled, such services will be the client's financial responsibility.

## Signage

No items are to be adhered to any wall, door or venue structure. All display items are to be self supported and all signage in public areas must be approved prior to use.

## Responsibilities

- The SCBH does not allow food and beverages to be brought onto the premises for consumption.
- The SCBH will take all necessary care but does not accept responsibility for any damage, loss of property or injury before, during or after any event.
- The client is financially responsible for any damage or loss to The SCBH caused by or contributed by any attendees/contractors of the event. It is the client's responsibility to ensure that all attendees behave in an orderly manner during the function.

- General and normal cleaning is included in the cost of the room hire. The client may incur additional charges where an event has created cleaning requirements over and above what is considered normal cleaning.

**Fire and Safety**

Smoke machines, heaters, open flames or pyrotechnic devices cannot be operated. All floor plans must adhere to fire safety regulations and not block fire exits or public entrances.

**Responsible Service of Alcohol**

The SCBH and Management and staff promote Responsible Service of Alcohol practices, in particular:-

- Not permitting underage drinking
- Unduly intoxicated patrons will be refused service and will be asked to leave the property

The SCBH reserves the right and have sole discretion with these matters. The client understands and agrees to abide by this policy and to uphold the laws of the State.

**Indemnity**

The client and their guests attend the function/event at their own risk and indemnify The SCBH against all costs, charges and expenses which may be incurred due to any person suffering injury or loss of property related directly or indirectly to the event/function. The client agrees to hold harmless The SCBH from any and all claims, actions, suits or allegations for damages to persons or property. Further, the client agrees to indemnify The SCBH for any and all costs or losses which may be incurred by The SCBH as a result of such claims, actions, suits or allegations, including but not limited, to legal fees and expenses of litigation.

These Terms and Conditions cannot be altered or varied without written consent of The SCBH. Please read and sign one copy of this document to send with your deposit.

I/We hereby agree to all the above terms and conditions.

Client Signature .....

Date .....

Full Name(s): .....

Company Name: .....

BHMP Signature

Date .....

For and on behalf of The Surf Club Burleigh Heads



# Conference Facility Confirmation of Booking Form



**The Surf Club Burleigh Heads**

Email: [functions@burleighslsc.com.au](mailto:functions@burleighslsc.com.au) or

[admin@burleighslsc.com.au](mailto:admin@burleighslsc.com.au)

Telephone: 0402 718 217 or 5535 2419

We wish to confirm our booking with The Surf Club Burleigh Heads. By signing this document we understand this creates a binding Contract incorporating the Terms and Conditions below and as read and understood by us.

## Contact Details

Name of Function	
Type of Function	
Date of Function	
Contact Person/Client	
Phone – Home/Work/Mob.	
Email Address	

## Function / Guest Details

Estimated No. of guests	
Guest's Arrival Time	
Function Start Time	
Function Finish Time	
Person Responsible for Account	Name:  Address:  Phone:
Credit Card Details	Name of Card Holder _____ Type of Card (Circle)    AMEX    VISA    MASTERCARD Card Number _____ Expiry Date ____ / ____
Room Set Up (Please Circle)	Theatre Style / Class Room / U Shape / Other _____ White board required    Yes / No
No. of Tables (6 per Table) & Chairs	Tables _____    Chairs _____ Table cloths    Yes / No    Chair Covers    Yes / No
Please Note:	All bookings are required to bring their own computer/audio connection cables. <b>These will not be supplied by the club.</b> We also have display boards available upon request and we ask that you do not affix any material to any of the walls and/or glass.

## Deposit Details

All cheques and money orders payable to The Surf Club Burleigh Heads.

Bank Deposit to National Australia Bank BSB 084-572 Account No. 85 465 5211.

Deposit Paid by:	<input type="checkbox"/>	Cheque	<input type="checkbox"/>	Credit Card
	<input type="checkbox"/>	Bank deposit	<input type="checkbox"/>	Other : Amount: \$
Balance of Account paid by	<input type="checkbox"/>	Cheque	<input type="checkbox"/>	Credit Card
	<input type="checkbox"/>	Bank deposit	<input type="checkbox"/>	Other :

I agree that it is my responsibility to advise The Surf Club Burleigh Heads of the final numbers 14 days prior to this function/event. The number we have on this day will be the minimum number for the account. The remainder of the account will be paid in full 14 days prior to this event. Any additional costs incurred on the night and any costs referred to in the Terms and Conditions will be settled immediately.

The client and or holder of the credit card the details of which appear above irrevocably authorises and directs the SCBH to process and deduct any and all amounts payable by the client under and pursuant to these terms and conditions without any prior notification to the client.

Signed: ..... Date .....

Name of Signatory: .....