



## **Ocean Reef Sea Sports Club Inc. Functions Terms and Conditions**

### **Bookings**

For all bookings and enquiries, a tentative booking will be kept for 7 days. After these seven days the Client must confirm their booking by completing and returning a Function Booking Confirmation form. If the Client is unable to return the form the booking can also be confirmed by phone or email, directly to the Functions Coordinator.

If the Client fails to confirm their booking by either of these means within 7 days, the booking will be cancelled. Every endeavour will be made to inform you as the client, before the tentative booking is cancelled.

Please note, due to the nature of the club, it is only convenient for us to accept bookings for Saturdays. If you wish to make a booking for another day please contact the Functions Coordinator who will be happy to consider your request. It is Club Policy that we do not accept bookings for 18<sup>th</sup> or 21<sup>st</sup> Birthday parties, we apologise for any inconvenience this may cause.

### **Deposit**

To secure your booking, the hire fee for the intended function space is required, along with your confirmation form. The hire fee is non-refundable.

On the confirmation form the Client will be asked to supply credit card details. These details are held as an assurance of payment only and will not be used for payment, unless otherwise directed by the client.

### **Payment**

Payments for your function can be made by cheque, eftpos and most credit cards.

Final payment for functions must be made at least 24 hours prior to the function date. An invoice will be provided.

### **Cancellation**

If a cancellation is made within 7 days prior to the function or event, the Client is expected to pay 100% of the estimated total cost of the function.

Cancellation any time after the booking is confirmed and before 7 days prior to the event, the client will be charged the venue hire fee, previously paid on confirmation.

### **Pricing**

Although every endeavor is made to keep prices quoted in our functions package current, pricing is subject to fluctuation. Please be aware prices can be subject to change at Managements discretion, to allow for market cost variations.

### **Public Holidays**

If your function or event falls on a public holiday a 15% surcharge applies to your total account.

## **Food and Beverages**

*Please be aware, Ocean Reef Sea Sports Club has exclusive rights to cater for all functions and events held on the premises. No food or beverages may be brought onto the premises of Ocean Reef Sea Sports Club for consumption during a function or otherwise. Management reserves the right to remove any such items.*

Included in this functions pack are a selection of food menus, compiled by our Head Chef, Paula, which cater for all manner of functions and events.

The client will be expected to finalise their menu at least 14 days prior to the event if possible, to ensure sufficient time for ordering and preparation of food.

Please note, we are more than happy to cater for special dietary requirements with advance warning. It is the Clients responsibility to find out if their guests may have dietary requirements and inform the Functions Coordinator in due time.

Ocean Reef Sea Sports Club welcomes children to its functions, we offer a price reduction for guests under the age of 12 attending your function. Guests aged 12 and above will be charged as adults. There will be no charge for children between the ages of 0-4 attending your function. It is the Clients' responsibility to inform the Function Coordinator of the numbers of children under the age of 12 attending the function, so the price of the function may be tailored accordingly.

Included in this functions pack is our extensive wine list, compiled by our Bar Manager.

The client will be expected to finalise their wine menu at least 14 days prior to the event if possible, to ensure sufficient time for ordering.

There are a number of options available when providing and paying for beverages for your function, including consumption basis and bar tabs. Please discuss your options with your Functions Coordinator who will endeavor to make the package you choose perfect for you and your guests.

*Here at Ocean Reef Sea Sports Club we endeavour to keep our Food and Beverage menus as current as possible. However availability and seasonal change may mean something on your chosen menu will become unavailable. If this is the case the your Function Coordinator will liaise with our Head Chef and Bar Team in finding suitable alternatives, the Client will be consulted before any changes are made.*

## **Liquor Licensing and Responsible Service of Alcohol**

Due to Liquor Licensing, service of alcohol and entertainment must cease at midnight, guests then have 30 minutes to vacate the premises.

At Ocean Reef Sea Sports Club the hall, lounge, bar, patio and North side grass area are all licensed areas. Any person under the age of 18 on licensed premises is required to be supervised by an adult at all times. It is the responsibility of the Client, to ensure all children attending their function or event are in the care of a responsible adult.

All staff involved in the service of alcohol at Ocean Reef Sea Sports Club are trained in responsible service of alcohol. If staff feel a person is intoxicated, rowdy, violent or a possible threat to the safety of others, they are required to refuse any further service of alcohol to this person. Please support the informed decisions of our staff.

If the behaviour of any guest becomes an issue in terms of their own safety or the safety of other guests or staff, Management reserves the right to ask that guest to leave. Before doing so Management will endeavor to inform the Client of the situation and discuss possible options in terms of dealing with the guest.

## **Entertainment**

On meeting with your Functions Coordinator you will be given an extensive list of contacts for local bands and DJ's, which can be hired for your function. The hiring of entertainment is the responsibility of the Client, unless otherwise discussed with your functions coordinator.

**Venue Hire and Room Layout**

Included in this functions pack are a price list for venue hire and options for room layout. As previously mentioned, your venue hire fee will be required in order to confirm and secure your function booking. Your venue hire fee not only includes hire of the room but is inclusive of white linen table cloths, white serviettes and skirting for tables as required. Options for room layout will need to be decided at least 14 days prior to your function and event if possible. Please feel free to discuss all available options with your Functions Coordinator who will be happy to assist you in finding a layout that is suitable for you and your guests.

**Decorations, Other Equipment and Services**

Your Functions coordinator will be happy to assist you in your choice of decorations for your function. On meeting with your Functions Coordinator the Client will be given a list of other equipment and services we are able to provide for you, as well as contacts of places you are able to hire additional equipment. The Client will be responsible for providing their own decorations unless other wise agreed with the Functions Coordinator, however club staff will be happy to decorate your function space for you.

**Damages**

At Ocean Reef Sea Sports Club all our staff will do their utmost to ensure you, your guests and your belongings are safe. However please note, any damage to persons or property during the function or event is the responsibility of the Client.

**Final Numbers**

On making a booking for a function or event at Ocean Reef Sea Sports Club, you will be asked as part of your confirmation form to give an estimation of the total number of guests attending your function. This number **must** be confirmed no less than 7 days prior to the event. This will be considered the minimum number charged for. Please note all rooms available to hire at Ocean Reef Sea Sports Club have a maximum capacity, if you are concerned the numbers of your group may exceed the capacity of the room you wish to hire, please consult our Functions Coordinator.

**Conclusion**

Thank you for taking the time to read the terms and conditions, if you have any questions or queries please do not hesitate to contact us. Contact details can be found on the front page of your Function Pack.

On signing below you The Client are agreeing to all Terms and Conditions stated above.

**Client**

**Signature:**..... **Date:**...../...../.....

**Functions Coordinator**

**Signature:**..... **Date:**...../...../.....



**Ocean Reef Sea Sports Club Inc.  
Function Booking Confirmation Form**

**Client 1**

**Name:** .....

**Client 2 (if applicable)**

**Name:** .....

**Address:**

.....  
.....

**Telephone**

**Home:** .....

**Mobile:** .....

**Work:** .....

**Email:** .....

**Type of Function** (e.g. wedding, corporate luncheon.)

.....

**Estimated Number of Guests:**

**Venue Type** (e.g. hall or lounge)

.....

**Venue Hire Cost**

(as stated on the Venue Hire Fees in your function package, this amount will be paid in conjunction with the receipt of this form.)

**\$**.....

**Payment Method**

(The venue hire may be paid in person in cash or eftpos, by cheque or from the credit card details below.)

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**Credit Card Details**

These details are required as an assurance of payment only they will not be used without confirmation from the card holder to pay any of the account.

**Name of Card Holder:** .....

**Card Type:** .....

**Card Number:** .....

**Expiry Date:** ...../.....

