

Function Bookings Terms & Conditions

1. Function Authority

In order for the club to accept a function booking, the function must either fall within the scope of the Club's Function Authority, or the hirer must be a financial member of City Diggers Wollongong.

2. Site Inspection

An invitation is extended to you to view our facilities, test equipment and discuss your function requirements. Please phone to arrange a suitable time prior to your event to avoid technical difficulties on the date.

3. Confirmation of Final Numbers and Details

Selected menus and beverage requirements are required at least 2 weeks prior to the function. Minimum number of guests attending the function is required no later than 5 days prior to the function. This will confirm the minimum number to be billed. After this time final numbers may increase but not decrease. All accounts must be settled 48 hours prior to the date of the function. Payment accepted via direct debit, cash or credit card. (ATM on premise)

4. Tentative Bookings

Tentative Bookings are held for one week at no obligation. Confirmation must be stated within 7 days of the initial booking or the hold will revert to a vacancy should no confirmation be received.

5. Deposit

Full payment of room hire OR \$200 deposit must be received within 48 hours of receipt of the holding invoice to lock it in. If payment is not received within this period, the booking may revert to a vacancy.

6. Cancellation

City Diggers will refund 100% of Room Hire/Deposit if 28 days notice is given for a function cancellation. City Diggers will refund 50% of Room Hire/Deposit if 14-27 days notice is given for a functions cancellation. No refund of Room Hire or Deposit will be given if less than 14 days notice is given for a functions cancellation.

7. Room Decorating

Please liaise with the Functions Manager to arrange access to the room for decorating. All decorations planned for the clubs rooms must be authorised by the Function Coordinator as some types of decorations can attract a further charge for room cleaning or incurred damage. (e.g. confetti or sticky tape)

8. Food and Beverage

Due to Licensing Laws and Club Policy, no food or beverages are to be brought onto the premises for consumption without prior approval.

9. Security

For the protection of patrons, security personnel may be required for the duration of the function, for example 21st Birthday Parties. Costs will be forwarded to the organiser as a condition of acceptance.

10. Insurance

City Diggers Wollongong will take all necessary care, but accepts no responsibility for damage or loss of items before, during or after a function and recommends that organisers arrange their own insurance cover if it is required.

11. Damage

Organisers are financially responsible for any damage sustained to their own property or to the property of City Diggers which is caused by attendees at your event. A \$500 bond may be required for private events which is refundable on approval of nil damage post event.

12. Storage of Display's, Signage and Personal Property

City Diggers Wollongong accepts no responsibility for property left unattended before, during or after a function. However, we will secure, record and return items found where possible.

13. Suppliers

Should you engage a contractor eg: DJ to work for your event, please advise they must sign the Contractors log at Club reception on entry and leaving premise.

14. Authority to Provide Alternate Venue

City Diggers reserves the right to provide an alternative function facility to the hirer in the event that the original facility becomes unavailable for a reason beyond our control.

15. Responsible Service of Alcohol

In accordance with the Liquor Act of NSW and the Registered Club Act, City Diggers Wollongong Management and Employees promote the responsible service of alcohol.

Please Note: Incidents of Members or Guests supplying alcohol to minors will result in the person(s) involved being asked to leave the premises and the risk of police involvement.

Our Policy Is:

- Not to serve alcohol to intoxicated persons
- Not to serve shots or doubles
- Not to serve alcohol to people who behave in a disorderly manner
- Not to serve alcohol to people who are under the age of 18
- Not to host promotions which encourage excessive drinking or unfairly target any person
- Anyone who is believed to be intoxicated by alcohol, drugs or misuse of medication will not be allowed to enter the premises, or if on the premises, will be required to leave.
- Above procedures will be strictly followed to ensure the safety, comfort and well-being of all customers and employees.

Date..... Date of Event.....

Contact..... Company.....

I agree to above terms and conditions as page 1 & 2 for booked event at City Diggers Wollongong

Yes / No Signed.....

Please return via email to ewilke@citydiggers.com.au prior to your event. Thank you