

TERMS AND CONDITIONS

RIVERSANDS FUNCTION AND CONFERENCE CENTRE

Thank you for considering Riversands Function and Conference Centre as the venue for your upcoming function. Set out below are the responsibilities of both you as the hirer and Riversands as the provider.

Booking Enquiries

- Enquiries for Riversands Function and Conference Centre venues can be directed to Functions Administration via Richmond Club Reception on 02 4578 1144 during business hours, via website (www.richmondclub.com.au or www.richmondgolfclub.com.au) or e-mailed to functions@richmondclub.com.au
- Urgent enquiries for functions (i.e. Celebration of Life) can be directed to the Manager on Duty at any time
- You may make a tentative (unconfirmed) booking upon request, this allows you the first opportunity to confirm the booking before other potential bookings
- A tentative booking may become void if confirmation (deposit) is not received within 14 days of the tentative booking

Deposits and Confirmation

- To confirm a booking a deposit of \$300.00 is required
- The **Booking Confirmation** form is required to be completed by the hirer
- The deposit is considered verification of the booking and will be taken off the final function account

Food and Beverage

- The menu packages, beverage and wine lists are subject to change without notice
- With the exception of celebration cakes, food or beverage of any kind is not permitted to be brought onto or leave the venue premises
- The cutting and serving of celebration cakes by Riversands staff will incur a fee per guest

Final Numbers for Catering

- A guaranteed minimum number of guests attending the function is required 7 days prior to the event
- Catering will be provided for this number and this will be the minimum number charged irrespective of last minute cancellations
- The number of guests may be increased up to two days prior to the event following consultation with Riversands administration

Cancellations

- Deposits may be refunded on cancellation on the provision that:
 - Cancellation was made 60 days prior to the confirmed date – 100% refund
 - Cancellation was made not less than 30 days prior to the confirmed date – 50% refund
 - Cancellation was made not less than 15 days prior to the confirmed event – 25% refund
 - Cancellation was made not less than 15 days prior to the event – No refund

Dress Regulations & Club Policy

- It is the responsibility of the function organiser to ensure guests adhere dress regulations
- Appearance must be clean, neat and tidy at all times. Clothing not suitable are caps and hats, males underwear style singlets, untidy, torn or dirty clothing, work clothing, dirty boots and offensive T-shirts or clothing. Bare feet are not permitted
- Management's decision shall be final in all matters relating to dress

Personal Property

- Riversands venues Richmond Club and Richmond Golf Club will take all necessary care, but accept no responsibility for damage or loss of items left at premises prior, during or after functions

Damage

- The organiser is financially responsible for any damage, breakage or excessive cleaning that is deemed a direct result of the function and guests

Parking

- Guests attending a Riversands venue at Richmond Club or Richmond Golf Club may use the members car park facility but do so at their own risk

Times

- Functions wishing to extend beyond the standard five hour hire period will be subject to an additional charge per hour
- All services including entertainment and beverage shall cease no later than midnight
- All bar facilities will cease 15 minutes before the end of the function
- In the case of an event finishing after the regular closing time of the venue guests are required to leave the premises, including the car park, within 30 minutes of the conclusion of the function

Noise

- Music must not exceed levels that interfere with patrons outside of the function area
- We ask that guests are advised to consider local residents by leaving the club and parking area as quietly as possible

Smoke Machines

- Smoke machines are not permitted in Riversands venues

Alcohol and Decorum

- The Richmond Club and Richmond Golf Club abide by state government regulation in regard to the responsible service of alcohol
- Intoxicated persons, minor's and those whose behaviour is considered by management as disorderly will be refused beverage service and may be asked to leave the premises
- Alcohol used as raffle prizes / gifts must be declared to venue management prior to the commencement of the function and not consumed on premises
- Management's decision shall be final in all matters relating to behaviour

Minors attending functions

- Minors attending functions must be accompanied to function areas by a legal guardian or function organiser
- Minors attending the function may not leave the function area unless accompanied by a legal guardian or function organiser
- When deemed suitable by management wrist bands will be issued to guests over 18 upon the provision of acceptable photo identification
- Management reserves the right to end any function where minors are found consuming alcohol.

16th, 18th & 21st Birthdays and School Formals

- Security is mandatory for these functions
- A guest list must be provided to the club prior to commencement of the function
- For every 10 guests in attendance, the organiser must provide one responsible adult to monitor behaviour
- Nominated responsible adults are required to stay in the function area for the duration of the function
- Cloaking facilities are available for presents and must be cloaked by a club staff member upon arrival
- ***A parent or guardian is required to sign the acknowledgement for the booking***

Security

- A security guard must be present for every 50 guests
- Other security may be required at the discretion of Riversands management
- Security personnel will be booked by Riversands administration
- The fee of \$250 per security personnel will be added to the function account

Payment and Final Numbers

- Private function accounts are to be paid in full seven days prior to the function date.
- Bar purchases may be charged on a consumption basis with payment required at the end of the function in full
- Payments can be made by cash, bank cheque, personal cheque, EFTPOS, funds transfer and credit card
- A surcharge of 10% per person applies on Sunday & Public Holidays

**BOOKING CONFIRMATION AND TERMS & CONDITIONS ACKNOWLEDGEMENT
RIVERSANDS FUNCTION AND CONFERENCE CENTRE**

Date of function: _____

Type of function: _____

Start time: _____ Number of guests: _____

Name of organiser: _____

Contact number: _____

E-mail address: _____

How did you hear about Riversands Function and Conference Centre?

Club Member Google Word of Mouth Other _____

Deposit paid on _____ Amount \$ _____

PAYMENT OPTIONS (please tick appropriate box)

Cash Cheque Direct Deposit Visa Mastercard

Card holders name: _____

Card No: - - -

Expiry: / Signature of cardholder _____

Richmond Club Banking Details

Name: Richmond Club

BSB: 012 822

A/N: 837813089

Please make cheques out to

Richmond Club

Richmond Golf Club Banking Details

Name: Richmond Golf Club

BSB: 012 822

A/N: 836301516

Please make cheques out to

Richmond Golf Club

ACKNOWLEDGEMENT

I _____ the organiser of a function to be held at Richmond Club / Richmond Golf Club on _____ acknowledge that I have received, read and understand the **Terms and Conditions of Riversands Function and Event Centre**. I agree that my guests and I will observe the rules of the club whilst using the facilities as outlined in the booking conditions.

Signature _____

Date _____