



# Terms and Conditions

Please note Tattersall's operates a business attire dress code for all functions.

## Confirmation and Deposit

- Tentative bookings will be held for seven (7) days after the original reservation request. Should a challenge occur, you will be notified in writing.
- You will be required to advise confirmation or release of venue within forty eight (48) hours of the challenge occurring.
- Confirmation of this booking is required in writing, with the initial deposit (if required). This confirmation must be received within seven (7) days of the original reservation. If this confirmation and deposit (where necessary) is not received within the specified time, Tattersall's Club reserves the right to cancel the booking and reallocate the venue.
- In the instance where a registered business is the "Client" an ABN must be provided for invoicing purposes.
- Tattersall's Club Members are not required to pay a deposit and final payment can be charged to their accounts. This will in turn accumulate loyalty points.
- Non-Members and Corporate Account Holders are required to provide Credit Card details upon confirmation of a function.
- Function charges do not attract loyalty points for Non-Member and Corporate Accounts.
- It is not possible to change the booking Account (either Member or Corporate), for a function, once the function has taken place.
- The deposit for the function is determined by the room hire charge. The Credit Card provided will then be charged the deposit amount. The final amount will be charged at the conclusion of the function.
- Please note, should a "Member booking" attracting discounts need to be invoiced to a Corporate entity the Tattersall's Member must be a Member of that corporate entity to enjoy the Member benefits as described above.

## Guaranteed Numbers and Catering Orders

- An indication of the guest numbers are required five (5) working days prior to the function.
- Final minimum numbers and any special dietary requirements are required three (3) full working days prior to the function and this will be the minimum number of guests charged to your account.
- Catering orders must be confirmed no later than 10 working days prior to the function and a minimum \$11.00 per person catering spend applies to all functions.
- Prices and selections valid to July 2018. Menu items and prices may be affected due to circumstances beyond our control.
- Additional catering/additional special dietary requirements ordered on the day of the function will be charged in accordance with the current menu prices.

## Cancellation

- Cancellations and /or function changes must be advised in writing.
- Cancellation after confirmation and deposit (where applicable) have been received will be subject to the following cancellation fees and charges.
- Member and Non-Member Events will be subject to the following cancellation fee and charges.
  - Grand Ballroom, Members' Dining Room or Members' Bar bookings;
  - **Notice within ninety (90) to eight (8) days prior to the function commencing:** 100% of the deposit or a fee (equivalent to the room hire rate) is forfeited as a cancellation fee, unless the function space is resold.
  - **Notice within seven (7) days prior to the function commencing:** 100% of the agreed contracted room hire and food amount will be charged as a cancellation fee.
  - All other function spaces;
  - **Notice within thirty (30) to eight (8) days prior to the function commencing:** 100% of the deposit or a fee (equivalent to the room hire rate) is forfeited as a cancellation fee, unless the function space is resold.
  - **Notice within seven (7) days prior to the function commencing:** 100% of the agreed contracted room hire and food amount will be charged as a cancellation fee.
- Should Tattersall's Club be able to resell the function space, Tattersall's Club may use its discretion and charge a reduced cancellation fee.

## Postponement

- Please note that any confirmed function **postponed** eight (8) or more days before the function will avoid penalties, provided the revised date is confirmed within seven (7) days of the postponement date. The revised date must be within three months of the original function date to avoid cancellation fees.
- Postponement of a function within seven (7) days of the function, will incur a cancellation fee equivalent to the room hire rate. The revised date must be confirmed within seven (7) days of the postponement date. The revised date must be within three months of the original function date to avoid full cancellation fees.
- If the revised date is cancelled, standard cancellation fees, as listed above, will apply.

# Terms and Conditions

## Substitute Room

Tattersall's Club reserves the right to substitute another room(s) for the function should the original room(s) become unavailable or unsuitable due to operational constraints. The Client will be notified in this instance.

## Surcharges

- A 15% surcharge applies to all functions held on a Sunday.
- A 25% surcharge applies to all functions held on Public Holidays.
- **Please note all credit card payments will incur a surcharge.**
  - AMEX and Diners 3% and Mastercard and Visa 1%, of the total charge.

## Corkage

- As the Club is a licensed venue, with the agreement of the Food and Beverage Manager, certain sponsored functions may be permitted to have their beverages direct from a supplier. A corkage fee will apply.
  - Corkage is \$12.50 per person for wine sponsorship only.
  - Corkage is \$21.50 per person for wine and beer sponsorship.

## Responsibilities and Damage

- The Client will be responsible for the loss or destruction of, or any damage to, any Tattersall's Club property or for any claim for any loss, damage or injury however caused by the Client or its employees, agents, contractors or guests.
- Every due care is taken however, Tattersall's Club cannot accept responsibility for lost or damaged goods.
- No dangerous goods are to be brought to the Club.
- No items are to be nailed, screwed, stapled or adhered to walls, doors or other surfaces at Tattersall's Club.
- The use of table sprinkles and confetti for functions may incur a cleaning charge.
- The function shall commence and conclude at the agreed times, and guests and attendees shall conduct themselves in an orderly manner in full compliance with Tattersall's management directions.
- Due to circumstances beyond our control, we may not be able to guarantee the supply of listed food and beverages. Suitable substitutes may be provided with the Client's approval if time permits.

## Responsible Service of Alcohol and Liquor Licensing Restrictions

- Tattersall's Club adheres to the laws regarding responsible service of alcohol. Alcoholic beverages service will be denied to any person deemed to be underage, or unable to substantiate their age, displaying disorderly behaviour or who is unduly intoxicated.
- The Client agrees to be bound by the terms and conditions of Tattersall's Club liquor license, current details of which can be provided upon request.
- Hours of service to commence ten am (10.00) until twelve (12.00) midnight. Last beverages to be announced at eleven thirty pm (23.30). Exceptions include Easter, ANZAC Day and Christmas Day.

## Storage Room

- The storage of materials or items for the function is subject to the availability of a room and must be requested in advance. A charge of the room hire will incur. Tattersall's Club will take all the necessary care but accepts no responsibilities for the loss or merchandise left in Tattersall's Club prior, during or after the function. All items must be removed immediately following each function. All items, not collected, will be disposed of within thirty (30) days of the function concluding.

## Smoke Free Clause

- Tattersall's Club is a "non smoking" venue.

## Tattersall's Members' Benefits

- In the event that a Member of Tattersall's Club is having a private family function, room hire will be waived for any function held in a function space on Level 2 of the Club.
- Where a Member function is for primarily business purposes and is charged to their account, room hire will be discounted by 50%.
- Where a Member introduces a Client to Tattersall's Club, that third party will receive 50% discount on their room hire when they become a Corporate Client.
- The use of the Members Bar, Members' Dining Room and Healy Room will still incur full room hire at all times.
- Tattersall's Members are not required to pay a deposit and will accrue loyalty points for use within the Club.

## Dress Requirements

- Gentlemen are not required to wear a jacket and tie for Private Functions on Level 2; however a minimum of long sleeved shirt buttoned at the cuff and tucked into tailored trousers and enclosed shoes are requested, along with the **exclusion of denim, jeans, shorts and sneakers**. Ladies should be of business attire. The function organiser is responsible for ensuring that all their guests are dressed as per the Club's regulation and policy. **The guests will not be accepted into the Club if they do not adhere to the above dress requirements.**

## Photography and Filming

- Requests for photography or filming in the Club will require prior approval/arrangement through Tattersall's Club Marketing Department.



# Function Contract

I agree to the attached terms and conditions:

Name of Company .....

ABN .....

Contact Person.....

Contact Phone.....

Email.....

Postal/ Billing Address.....

Function Style.....

Date of Function (day).....(date).....(month).....(year).....

Function Time Commence.....Client Access for Set Up.....

Function Time Finish.....

Room Hired.....Room Hire Rate.....

Deposit required.....To be received by...../...../.....

Tattersall's Club Event Planner.....Date...../...../.....

**Authorised Signatory**

Payment Type: EFT Pos/ Master Card/ Visa Card/ Diners Card / AMEX / Cheque / BPAY for Members or Cash.

(Please note all credit card payments will incur a surcharge. AMEX and Diners 3% and Mastercard and Visa 1%, of the total charges)

Electronic Funds Transfer          BSB: 034 002          A/C: 602393

(Please note; description must show membership number or account code provided by Events Planner)

Payee Details:.....

Card Number:.....

Name on Card:.....

Expiry Date:...../.....          Security Code.....(Last 3 digits on back of card)

Member Name/Corporate Account Name:.....

Member Number/Corporate Account Number:.....

**Signature:**.....