

# Terms and Conditions

## Confirmation and Deposit

- Tentative bookings will be held for fourteen (14) 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 non-refundable deposit of \$500. This confirmation must be received within fourteen (14) days of the original reservation. If this confirmation and deposit is not received within the specified time, Tattersall's Club reserves the right to cancel the booking and reallocate the venue.
- Tattersall's Club Members can have the deposit charged to their accounts (subject to provision of credit card details).
- Non-Members are required to provide Credit Card details upon confirmation of a wedding.
- Wedding charges do not attract loyalty points for Non-Member and Corporate Accounts.

## Guaranteed Numbers and Catering Orders

- Catering orders must be confirmed no later than 14 working days prior to the wedding. Every effort will be made to accommodate changes after this date if required, but may not be guaranteed in every occurrence.
- Final minimum numbers and any special dietary requirements are required five (5) full working days prior to the wedding and this will be the minimum number of guests charged to your billing account.
- Increases can be submitted up to three (3) working days prior to the wedding.
- Prices and selections valid to July 2018. Menu items and prices may be affected due to circumstances beyond our control.

## Final Payment

- Full payment of the account balance is required five (5) working days prior to the wedding.
- Tattersall's Club has the right to cancel the wedding if the payment is not received prior to Wedding date.

## Cancellation

- Cancellations and/or wedding changes must be advised in writing.
- Cancellation after confirmation and deposit have been received will be subject to the following cancellation fees and charges.
- Member and Non-Member weddings will be subject to the following cancellation fee and charges.
  - In the event of a wedding being cancelled over twelve (12) months prior to the confirmed date, the deposit of \$500 will be forfeited, unless the function space is resold.
  - In the event of a wedding being cancelled within twelve (12) months of the confirmed date, the deposit of \$500.00 will be forfeited.
  - Any cancellation within three (3) months of the wedding will result in the cancellation charge of 50% of the agreed contracted room hire and food amount.

## Postponement

- Please note that any confirmed wedding postponed seven (7) or more months before the wedding will avoid penalties, provided the revised date is confirmed within fourteen (14) days of the postponement date. The deposit will be transferred and a new wedding contract will be issued.
- Postponement of a wedding between three (3) to six (6) months before the wedding; the deposit will be retained and a new deposit of \$500 will be required. The revised date must be confirmed within fourteen (14) days of the postponement date.
- Postponement of a wedding two (2) months or less before the wedding, the deposit will be retained, a new deposit of \$500 will be retained and 50% of the contracted room hire and food amount will be charged.
- If the revised date is cancelled, standard cancellation fees, as listed above, will apply.



# Terms and Conditions

## Conditions of Room Hire

- Complimentary room hire applies when the final guest number exceeds 80.
- A \$500 surcharge applies when final guest numbers are less than 80.
- Any booking is made on the understanding that, while you will be granted exclusive use of the Function Room for the time specified, it is within Tattersall's Club as a whole and as such there may be other functions present in other parts of the building.
- No exclusive use can be granted of any public area outside the confines of the function room, including the toilets.
- Where exclusive use of the venue is required a minimum spend can apply depending on the date and size of the function.

## Surcharges

- A 15% surcharge applies to all weddings held on a Sunday (included in Sunday package rates)
- A 25% surcharge applies to all weddings 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.

## 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 weddings may incur a cleaning charge.
- The use of helium balloons, rice and indoor fireworks is prohibited.
- The use of candelabras, which cause excessive mess from dripping wax, should be managed to limit damage to linen or mirrored bases and may incur a cleaning charge.
- The wedding 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 (1:00) 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 wedding 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 wedding. All items must be removed immediately following each event. All items, not collected, will be disposed of within thirty (30) days of the wedding concluding.

## Smoke Free Clause

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

## Dress Requirements

- Gentlemen are required to wear minimum jacket and tie for weddings; lounge suit preferred.
- Along with the **exclusion of denim, jeans, shorts and sneakers**. Ladies should be of suitable equivalent attire.
- The bride and groom are 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.**

Prices and conditions are subject to change without notice.

Prices listed in the 2018 Wedding Brochure are current until July 2018.

# Wedding Contract



I agree to the attached terms and conditions:

Bride's Name:.....Bride's Phone:.....

Bride's Email: .....

Groom's Name:.....Groom's Phone:.....

Groom's Email:.....

Postal/Billing Address:.....

Date of Wedding (Day).....(Date).....(Month).....(Year).....

Wedding Time Commence:.....Wedding Time Finish:.....

Room Hired for Ceremony: .....

Room Hired for Reception:.....

Room Hire Rate: (not required if guest numbers exceed 80) .....

Approximate number of guests: .....Package Rate:.....

Tattersall's Club Wedding Planner : Lara Nicholls

## **Non – Refundable Deposit Required \$500**

Tattersall's Club can use images of your wedding for marketing purposes including, but not limited to; website, social media channels, Tattler magazine and promotional materials. (Please tick)

I agree

I disagree

## **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 Wedding Planner)

Payee Details:.....

Card Number:.....

Name on Card:.....

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

Member Name/Corporate Account Name (if applicable):.....

Member Number/Corporate Account Number (if applicable):.....

**BRIDE SIGNATURE**.....**DATE**.....

**GROOM SIGNATURE**.....**DATE**.....