



29 O'Connor Street,
Tugun, QLD 4224
Phone: 07 5534 2888
info@tugunslsc.com.au

FUNCTION AGREEMENT 2017

CONFIRMATION OF BOOKING

Your booking will not be confirmed until a \$200.00 deposit is received. We hold tentative bookings for 7 days, and if we do not receive confirmation and a deposit we will release the space without further notice. To confirm your booking we require a signed copy of the FUNCTION AGREEMENT to be returned to us with the requested deposit.

PAYMENT

The contract signatory is liable to pay all money due under this Agreement. All function payments must be paid with Credit Card, Cash, Bank Deposit or Bank Cheque at least 7 days before the date of the function. Any additional costs incurred during the event such as beverages, catering or entertainment must be paid at the conclusion of the function and before leaving the venue. We do not provide credit.

CANCELLATION

In the event of cancellation the following terms will apply:

- 1 – All cancellations must be made in writing
- 2 – For functions of 40 guests or more, if the function is cancelled more than 3 months from the booked date, the deposit will be refunded in full.
- 3 – For functions of 40 guests or more, if the function is cancelled less than 3 months from the booked date, the deposit will only be refunded if the function room is resold for a function of a similar size.
- 4 – For functions of 40 guests or less, if the function is cancelled more than 1 month from the booked date, the deposit will be refunded in full.
- 5 – For functions of 40 guests or less, if the function is cancelled less than 1 month from the booked date, the deposit will only be refunded if the function room is resold for a function of a similar size.
- 6 – For functions cancelled 10 working days or less before the booked date, the cancellation fee will be equal to 50% of the total estimate value of the function.

FINAL NUMBERS

A guaranteed minimum number of guests attending the function is required no later than 14 full working days prior to the event. Final numbers are to be confirmed at least 7 full working days prior to the event. Increases of 10% are acceptable if adequate notice is given. It is your responsibility to notify us of final numbers. Charges will be based on the final numbers or the number attending whichever is greater. No credit will be given to guests who do not show up on the day of your event.

SURCHARGES

Surcharges of 15% of total invoice will be incurred for functions and events held on Public Holidays.

SECURITY DEPOSIT

A Security Deposit of \$1000.00 will occur for events held on Special Holidays.

EXETENDED HOURS/TIMING

Licensing and legislation prevent functions continuing after agreed completion time. Event and Function areas are operational and licensed to serve alcohol until 11.30pm Monday to Sunday and the Event or Function is required to finish no later than 12am (Midnight). Please note: Management reserves the right to close any event earlier than the above cut-off times if patrons become unruly or numbers do not warrant the bar remaining open.

DECORATION HIRE CHARGES

All decorations are to be agreed by Tugun Surf Club, no decorations can be brought into the club without approval in writing by the Club Manager of the club. Please discuss costs and needs with our Weddings and Functions Coordinator if special requirements are necessary. Only staff can put the decorations out/up due to safety reasons.

Our all-inclusive styling package is limited to the items we have on site. If you require styling items we do not stock we can outsource for an extra cost to you or you may source elsewhere.

CEREMONY SET-UP

The beach/garden ceremony set-up service is offered by a third party. The ceremony set-up will be in accordance with Gold Coast City Council Regulations, it does not include the permit that is required or a celebrant. You are responsible for organising this. If you wish to have your ceremony in the park or beach surrounding the club, we require a copy of your Gold Coast City Council permit. The company or third party does not accept any liability for personal injury, loss or damage that may be occurred before, during or after the ceremony. The Third Party is responsible for the co-ordination of your ceremony and has nothing to do with Tugun Surf Club, unless a wet weather plan is devised. We advise that you contact the third party to discuss the details of your ceremony.

STAFFING

Function waiting staff costs are included in the room hire fee, however if extra staff are required, you will be given a quote for those extra staff at the time your booking is confirmed.

ADDITIONAL MEALS

Additional meals for musicians, videographers, photographers and other vendors are provided at your cost.

FOOD AND BEVERAGE

No food and beverage are to be brought onto the Club premises with the exception of festive or celebratory cakes made by prior arrangement with the Weddings and Functions Coordinator. Instructions on storage, display and serves of cakes in necessary. No liability is taken for cakes brought onto the premises. All food consumed, with the exception of festive cakes, remains the property of the Club. A brand/type of beverage that we do not stock, can ONLY be ordered via our Club and must be prepaid for before ordering. All food orders must be confirmed at least 7 full working days prior to the event, any orders that are not made at least 7 full working days prior to the event will not be accepted.

DELIVERY AND COLLECTION OF EQUIPMENT

The Club must be advised of all deliveries and collections made on behalf of the client. Payment for deliveries of goods must be made by the client in advance. Assistant for moving in or out of equipment will only be possible if staff are available.

RESPONSIBILITY

1. The client assumes responsibility for all damage caused by them or any of their guests, invitees or other people attending the function, whether in the function room or in another part of the Club.
2. General and normal cleaning is included in the cost of the room hire charge, but additional charges may be payable if the function has created cleaning needs above and beyond normal cleaning.
3. The Club will take all necessary care but will not accept responsibility for damage or loss of any client's property in the Club before, during or after a function.
4. The Client is responsible to conduct the function in an orderly manner and in full compliance with the rules and House Policy of the Club and all applicable laws. We reserve the right to intervene if a function's activities are considered illegal, noisy or offensive.
5. The Club reserves the right to refuse the service of alcohol to any guests it considers to be under age or intoxicated or behaving in an offensive manner.

Please read the above carefully, sign below and return it to the Weddings and Functions Coordinator to secure your booking.

By signing this function agreement, I have read and accepted the conditions stated.

Date of Function: _____

Number of People: _____

Name in full: _____

Type of Function: _____

Company/Organisation: _____

Signature: _____ Date: _____

Office Use Only:

Received and processed by: _____ Checked by: _____

Date: _____ Balance of payment due \$ _____ by: _____



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BOND FORM

PLEASE NOTE: BOND IS ONLY CHARGED AFTER THE FUNCTION IF THERE IS DAMAGE

Credit Card below is to be used for the Bond amount of \$1000

VISA and MASTERCARD available.

Name on the Card: _____

Type of Credit Card: VISA MASTERCARD (Please circle)

Card Number: _____ **Expiry Date:** __/ __ **CVV:** _____

Card Holders Signature: _____

Thank you for your booking.