

## **BOOKING INFORMATION TERMS AND CONDITIONS FOR CONFERENCES**

1. **Confirmation of bookings:** Tentative booking will be held for a maximum of two weeks. If bookings are not confirmed or further contacts are not made, after fourteen (14) days they can be cancelled at the discretion of the secretary manager.
2. **A deposit** equivalent to the amount of room hire is to be paid upon confirmation of the booking to the secretary manager and will be considered as verification of a booking.
3. **A surcharge** of 10% is applicable on Public Holidays and Sundays.
4. **Cancellations:** In the case of a Conference being cancelled the following terms are applicable  
Over 60 days written notice – the deposit will be refunded in full
  - 30 – 60 days written notice – the cancellation fee will be 50% of the estimated value of the function.
  - 3 – 29 days written notice – the cancellation fee will be 75% of the estimated value of the function.
  - Within 72 hours of written notice – 100% of the estimated value of the function will be charged.
5. **Full payment and a guaranteed minimum** number of guests attending the conference are required no later than two (2) days prior to the event.
6. **Final numbers** may be increased but not decreased up to two (2) days prior to the event.
7. **Conference Room** may be used for a period of up to **Eight(8) hours**. Any extension of times must be arranged and approved prior to the event with the secretary manager; additional charges may apply for time extensions.
8. **Menu selection and Beverage requirements** are required one (1) week prior to the function. At this time we also require any additional items we can arrange for your event Eg. Conference Checklist
9. **All food and beverage** requirements must be catered for by the club as the Liquor Licensing Laws and Registered Clubs Act prohibit any individual from bringing food or beverage onto the premises.
10. **Responsible service of alcohol:** Under the Liquor Licensing Laws our staff are under an obligation to ensure your patrons do not become intoxicated or disturb the neighbourhood. It is your responsibility to ensure all attendees behave in an orderly manner during the event and do not breach our obligations and age restrictions.
11. **Loss or Damage** to any part of the club or its equipment will be the financial responsibility of the organiser. Nothing is to be nailed, screwed, stapled or adhered to any wall, door, window or other part of the building. No decorations such as sprinkles/glitter are to be used on the tables.

12. **Organisers** are responsible for any **damage** sustained to their property or that of the Coogee Legion Club during the function. They are also held **responsible** for the conduct of their guests at all times and are expected to adhere to internal Club rules concerning dress, trading hours and standard of behaviour.

13. **Deliveries:** The Secretary Manager must be notified in advance of any deliveries to the club. All items should be marked with the function name, date and number of items being delivered. The club will not accept responsibility for items left in the club 48 hours prior to, or on conclusion of the function without prior arrangement.

14. **Special Effects:** Smoke machines, special balloon effects and/or pyrotechnics can't be operated without the prior authority from the secretary manager due to the effect on the clubs smoke detectors. Three working days notice in writing is required. Should the fire brigade respond to an alarm set off by the unauthorised use of special effects, the organiser will be liable for any charges incurred by the club.

15. **Insurance:** The club will take all reasonable care to protect the property of guests, but will accept no responsibility or liability for the loss or damage of items left in the club prior to, during, or after the function. We suggest that organisers arrange their own insurance and/or security for valuable items.

16. **Cleaning:** General and normal cleaning is included in the cost of the room hire. You may incur additional charges in instances where an event has created cleaning requirements that are considered to be over and above the normal cleaning.

**I have read and understood the above Terms & Conditions.**

.....  
Clients Signature

.....  
Company Name

.....  
Print Name

.....  
Date

Please sign & return these Terms & Conditions to:  
Coogee Legion Club  
200 Arden Street  
Coogee NSW 2034