

FUNCTION TERMS AND CONDITIONS

1. For a booking to be confirmed, a deposit of the room hire is required.
2. All package prices are per person.
3. Staff charges are non-negotiable and are included in every function that uses the bar at SPBC. Please refer to page 2 for minimum requirements of staffing levels for your function.
4. Guaranteed minimum numbers must be received two weeks before or when booking the function. Final numbers **MUST** be given 1 week prior to the event. Acceptance of extra numbers will be at the discretion of SPBC.
5. Full Payment is required 1 week before the function. Payment can be made via EFT, cash, credit card, or money transfer.
6. No beverages of any kind will be permitted to be brought in for consumption at the function by the organiser or guests.
7. Please note that no items are to be nailed, screwed, stapled or adhered to any surfaces in the venue.
8. Organisers are financially responsible for any damages sustained to the venues function facilities and/or surrounding grounds by the organiser, guests, invitees or other persons attending the function whether in the room or any other part of the venue. This includes, but is not limited to, building infrastructure, audiovisual equipment, furniture and decorations.
9. SPBC operates under the principles of Responsible Service of Alcohol (RSA) guidelines. The venue staff are instructed not to serve beverages to any persons under the age of 18 years, or guests in a state of intoxication.
10. Intoxicated patrons will be asked to leave the venue at the discretion of the Duty Manager, without liability, from the event for any reason.
11. SPBC does not accept responsibility for damage or loss of any goods left at the venue or on venue grounds prior to or after the function.
12. In the event that the venue cannot be made available to the organiser on the dates(s) for which it has been booked for reasons of fire, flood, damage, industrial dispute, or any other reason, SPBC shall not be liable for any loss, damage or injury whatsoever suffered by the client as the result of the unavailability of the venue.

13. SPBC can only set the room based on the final numbers confirmed for the function.
14. SPBC is a private facility with access only granted to members and guests. Any person found on the premises who is believed not be a part of a function will be asked to leave the venue.
15. SPBC reserves the right to ask for a \$500 cleaning bond for certain types of functions. This decision is made at the discretion of SPBC and is fully refundable pending inspection of the club rooms.

CANCELLATION POLICY

Cancellations must be given in writing and 2 weeks notice is required for a deposit refund in Low Season, 1 Month notice is required for a deposit refund in Peak Season and 6 weeks notice is required on Public Holidays and in Xmas Season for a deposit refund. No refunds will be given unless proper prior notification is received.

At the discretion of the Functions Manager, deposits can be rolled over to a later date on one occasion only. Any further changes to the date will result in the deposit being forfeited.