

703 Bell Street Function Room

Booking & Cancellation

- a) The minimum room spend is \$1500 (both food and Beverage). If this minimum is not met the difference will be charged to your account. A minimum spend of \$500 is required on food.
- b) A food package must be purchased in line with RSA.
- c) Minimum room booking for 40 pax with maximum capacity of 70 pax (Standing).
- d) In the case that numbers increase you will be charged for these at the agreed per head price.
- e) A fully refundable credit/debit card \$250 deposit will be required upon booking. This will be returned to the charged card at the conclusion of your function if the 2 clauses regarding damage and cleaning are met. In the event of the cancellation of your function less than 4 weeks in advance, your deposit will be forfeited.
- f) Please note that a 10% surcharge on all catering packages will be applied to the final account for any function or event that falls on a Sunday or public holiday.

Function Event

- a) The BDTC will take all possible care but will not be responsible for damage or loss to merchandise or personal property prior, during and after a function.
- b) Final chargeable numbers and dietary requirements are required 7 days prior to the function. If your final numbers increase outside of this 7-day period, your additional catering menu selection may be at the chef's discretion.
- c) Any additional cleaning costs incurred by BDTC associated with the event will be charged to the client on the final invoice pending a quote if required.
- d) Menu prices are confirmed once a deposit has been paid, however menu selections are subject to change at the discretion of the head chef, this is a result of seasonality of goods.
- e) The BDTC is a fully licenced venue, **under no circumstances will BYO be permitted**. The BDTC does not permit any beverage or food items not supplied by the club to be served.
- f) In accordance with our responsible service of alcohol policy, we reserve the right to refuse the service of alcoholic beverages to any guest deemed to be intoxicated or under the age of 18 years old.

The Client's Responsibility

- a) The Client must nominate a representative (Go to Person) who the supervisor on day of the event will coordinate and take instructions.
- b) It is the responsibility of the organiser to convey this information to all guests in attendance.
- c) No glitter, confetti, bluetak or sticky tape to be used to stick items on the walls.
- d) The client agrees to commence function at an agreed time. Function bar will close no later than 11.30pm, with all patrons required to leave the room by 12am. Maximum function run time is 5hrs, a charge of \$100 will be added for every hour after the maximum time is reached.

- e) The Client will be financially responsible for any damage or loss caused to the property or facilities during a function, this will be charged on the final invoice pending a quote if required.

Account Payment

- a) An Invoice will be sent out with final confirmed numbers with payment required prior to or on day of the function.
- b) Clients are financially responsible for any damage or loss caused to the property or facilities during a function, this will be charged on the final invoice pending a quote if required.

Confirmation

Your booking is not confirmed until these signed Terms and Conditions together with the paid Deposit are returned to the Flying Horse Entertainment Venue.

I hereby agree to conditions set out in the 703 Bell Street Function Room terms and conditions.

Printed Name:

Signature:

Date: