

## Terms and Conditions

### Confirmation Bookings and Deposits

Booking confirmation is by payment equal to the amount of your room hire fee and a signed copy of the Functions Terms and Conditions agreement. An additional security bond may be required on top of the room hire fee. Our functions coordinator will advise if this is the case.

### Cancellations

All cancellations must be submitted in writing to the Functions Coordinator. Cancellation fees apply as follows:

Where cancellation is received within 90 days or more of the function date, room hire will be refunded minus a \$50.00 administrative fee.

Where cancellation is received within 60 days of the function date, 50% of the room hire fee will be forfeited and a \$50 administration fee will be charged. If an alternative date is booked for the function, the full value of room hire paid will be transferred to the new date. If this date is later cancelled at any time any and all funds paid to the Club will be forfeited in full.

Where cancellation is received within 30 days of the function date any and all funds paid to the Club will be forfeited.

### Hours of Duration

All Day Function booking - 8 hours

Half day Function booking - 4.5 hours

If a room is required for a longer period, an extra fee of \$80 per half hour will be charged.

### Club Trading Hours

Monday 10am - 11pm

Tuesday 10am - 11pm

Wednesday 10am - 11pm

Thursday 10am - midnight

Friday 10am - midnight

Saturday 10am - midnight

Sunday 10am - 11pm

### Payment

West Pennant Hills Sports Club has a strict PRE-PAYMENT ONLY system for functions. Full payment of functions is required five (5) working days prior to the function date (excluding the *Bar tab*)

Final balance, including the *Bar tab* MUST BE PAID prior to the commencement of the function. West Pennant Hills Sports Club Limited reserves the right to cancel the function if payment is not received prior to the commencement of the function.

Payment options include Cash, Credit Card, EFTPOS or direct

deposit. Payments made by cheque must be received five (5) working days prior to the due date.

### Final Guest Numbers

Final guest numbers for catering and beverage requirement are required seven (7) days prior to the function date.

No reduction of costs or refunds will be given after this time if the number of guest's decline.

In the event of extra persons attending the function the added costs per person will be payable on the day of the event. The Club reserves the right to restrict the increase of guests to 10% of the confirmed number.

### Pricing

Prices are inclusive of GST. Whilst every effort is made to maintain prices as printed, they may be subject to change due to market conditions and at the discretion of Club Management.

### Decorations, Suppliers and Subcontractors

Some items are not permitted on Club premises or grounds. These include confetti, rice, candles, sparklers and smoke machines. Please liaise with the Functions Coordinator over display arrangements to prevent any damage to the premises. Staples, sticky or masking tape, nails, glue or Velcro may not be used on any walls, doors or other surfaces within the Club.

The Club has no restriction on suppliers however you must advise the Functions Coordinator of any deliveries you have arranged. Suppliers, decorators and subcontractors must provide a copy of a current *Certificate of Currency* of their Public Liability Insurance prior to their attendance at the Club.

The Club must be advised of any entertainment/bands that the organiser has booked for a function where necessary.

Children of subcontractors are not permitted in the Club at any time during the set up or pack down.

Suppliers and subcontractors should be made aware that no food or beverages can be brought into the Club.

The Club will NOT accept any responsibility for damages or loss of materials, decorations or gifts left on the property prior to, during or after an event.

### Damage to Property

The member is responsible for the conduct of all guests and will take full responsibility for any damage to persons or property caused. The member will be charged for any costs incurred to or by the Club as a result of the behaviour and/or actions of their function's attendees.

### Responsible service of alcohol

West Pennant Hills Sports Club maintains strict guidelines for Responsible Service of Alcohol and operates a *Prevention of Intoxication on Licensed Premises Plan*. For more information on the plan please contact the Functions Coordinator.

### Club entry

Everyone entering the club must sign in at Reception. The patron is responsible for the conduct of all guests. Your guests must either be a member of Wests Pennant Hills Sports Club, be signed in by member, or live outside the 5km radius which would allow them to sign in as a visitor. The Club adheres to strict dress regulations and any person not meeting the requirements of membership will be refused entry.

### Catering & beverage

The Club can provide special catering for specific dietary groups such as vegetarians, vegans and diabetics so please advise your Functions Co-ordinator prior to the event.

Children's menus are also available for all function types. No food or beverages may be brought into West Pennant Hills Sports Club (with the exception of an agreed *Celebration Cake*) Patrons may request to provide their own *Celebration Cake* to be served with dessert. A serving fee of \$3pp will be charged. Patrons are responsible for the pickup and delivery of the cake within the Club's guidelines.

No food or beverages provided by the Club may be removed from the function room upon completion of the Event. Catering must be supplied for all guests according to the final number given for catered functions.

People providing professional services for your function (entertainers, photographers etc.) are usually provided with a meal by the function organiser. Allowance should be made for this in your booking numbers.

Personalised wait staff can be arranged for your function at a cost of \$35 per hour (minimum 3 hours). Charge is relative to the number of wait staff required.

Bar services will close 15 minutes prior to the end of the function

### Seating Plan

A seating plan is to be provided to the Functions Coordinator seven (7) days prior to the date of the function.

### Linen

Table Linen is not included in your room hire. Please request a quotation from our Functions Coordinator.

### Car parking

Free car parking is available on site to patrons and their guests.

### Courtesy Bus

The Club provides a free courtesy bus for members and their guests residing in a 5km radius of the Club. Guests of the function are encouraged to make use of this service.

### Smoking

West Pennant Hills Sports Club function rooms are SMOKE FREE. Balcony areas & smoking terrace are available where your guests may smoke but these areas are food free and are not for loitering or lingering.

### Décor

For an additional fee Wests Pennant Hills Sports Club is able to organise a variety of room decorations. Please liaise with the Functions Coordinator for more detailed information and pricing.

### Security

A security officer may be assigned to a function at the Clubs discretion to ensure the comfort and security of guests and members. Security is at the expense of the client at \$45 per hour (minimum 3 hours). The Functions Coordinator will advise if security is required at your function.

A security bond of \$500 is required for all 21<sup>st</sup> birthday functions. The bond is refundable upon the completion of the function where there has been no damage or additional costs incurred by the Club.

### Music & noise pollution

Whilst the Club allows music being played in function rooms, the Club also reserves the right to request music be turned down or off at any stage during the function. This is to ensure patrons within the Club and neighbours residing next to the Club are not disturbed. The local council has very strict rules with this regard.

### Construction works

West Pennant Hills Sports Club is currently undergoing extensive renovation to interior of the club. Management will take all reasonable steps to ensure minimal disruption but from time to time noise and construction issues may arise. By signing this Function Terms and Conditions, you agree your event may be affected by Club renovations.

I, _____ of _____ (Club membership number _____)	
Name of Patron	Name of Organisation (if applicable)
agree to the Terms and Conditions as set out by West Pennant Hills Sports Club Limited with regard to my function booking on ____ / ____ / _____. I agree to abide by all instructions as given by the Club's staff on the day of the function and accept full responsibility for the behaviour and actions of my function's guests.	
Signature _____	Date signed ____ / ____ / ____



**PAYMENT OPTIONS**

**CREDIT CARD AUTHORISATION (Visa and MasterCard only. AMEX and Diners Club are NOT accepted)**

I hereby authorise West Pennant Hills Sports Club Limited to process the following payment

Name of Cardholder: \_\_\_\_\_

Type of Card: VISA / MASTER CARD                      3 digit CCV \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DIRECT DEPOSIT DETAILS**

Company Name:                      West Pennant Hills Sports Club Limited

Bank Name::                              ANZ

Bank Branch:                              Cherrybrook

BSB Number:                              012-129

Account Number:                      2677-21042

Note: Please quote date of function and name – or where applicable an invoice number – as a reference.

Please email remittance to [ksmith@wphsportsclub.com.au](mailto:ksmith@wphsportsclub.com.au)

**PAYMENT BY CHEQUE**

**Cheque payments are required five (5) business days prior to the due date.**

Please make the cheque payable to West Pennant Hills Sports Club Limited.

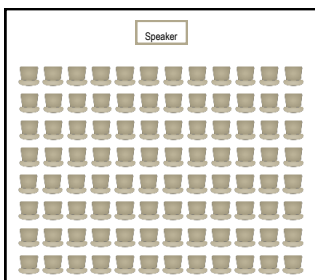
West Pennant Hills Sports Club

103 New Line Road

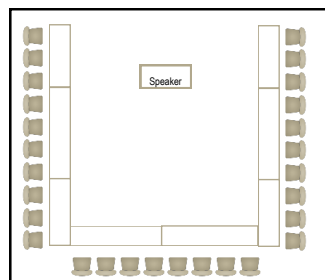
WEST PENNANT HILLS NSW 2125

The Cedar Room		The Jarrah Room		The Beech Room	
1/2 Day \$200		1/2 Day \$125		1/2 Day \$100	
Full Day \$350		Full Day \$220		Full Day \$150	
Theatre Style	100	Theatre Style	60	Theatre Style	40
U Shape	40	U Shape	30	U Shape	20
Class Room	60	Class Room	40	Class Room	16
Cocktail	100	Cocktail	60	Cocktail	40
Banquet (tables of 8)	96	Banquet (tables of 8)	56	Banquet (tables of 8)	32

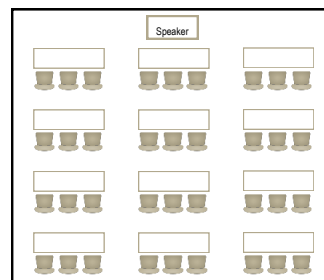
<p><b>Sports Room</b></p> <p>1/2 Day \$100</p> <p>Full Day \$180</p> <p>Board Room seating only</p>	<p><b>Board Room</b></p> <p>1/2 Day \$150</p> <p>Full Day \$280</p> <p>Board Room seating only</p>
<p><b>The Nightlight Lounge</b></p> <p>1/2 Day \$150</p> <p>Full Day \$280</p> <p>Cocktail seating only</p>	<p><b>The Iron Bark Room</b></p> <p>1/2 Day \$150</p> <p>Full Day \$280</p> <p>Banquet seating only</p>



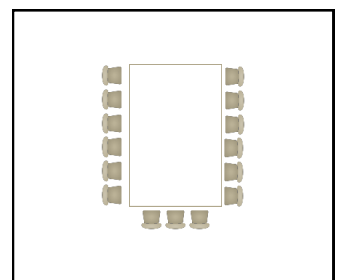
Theatre style set up



U Shaped set up



Class room set up



Board room set up

Room hire is based on 1/2 Day being 4.5 hours and Full Day being 8 hours. All prices include GST and may be subject to change.

**AUDIO & VISUAL EQUIPMENT**

Standard Microphone	Complimentary
Lectern	Complimentary
Extension Lead	Complimentary
Power Boards	Complimentary
Large 70cm Plasma Screen (1/2 day rate)	\$100.00
Data Projector (VGA connection)	\$50.00
Overhead Projector	\$50.00
Wireless Microphone	\$20.00

**ADDITIONAL ITEMS**

DJ	POA
Juke Box	POA
Portable Dance Floor 4m x 4m	\$80.00
Table Decorations	POA
Table Linens	POA
Chair Covers	POA

Our experienced Functions Coordinator is happy to help you with your room decorations and table arrangements.