



## COCKBURN CRC FUNCTION TERMS AND CONDITIONS

### Facility Hire and Function Bookings

Day bookings are from 6:00am to 5:00pm night bookings are from 5:00pm to 12:00pm midnight

### Function Room Hire

**Capacity: 367 Persons**

Weeknight or day rate is **\$330**  
Friday, Saturday and Sunday rate is **\$440**

Venue hire fee includes the following AV equipment and seating:

- Lectern & Microphone
- 75" LCD monitor and a Drop-Down screen and Projector, AUX cable for external connection
- Tables and chairs available

### Legends Bar

**Capacity: 361 Persons**

Monday to Sunday rate per hour **\$25**

Venue hire fee includes the following AV equipment and seating:

- 3 Off LCD Monitors (65" & 75")
- Lectern & Microphone
- Tables and chairs available

### Terrace

**Capacity: 120 Persons**

Monday to Sunday rate per hour **\$25**

Venue hire fee includes the following:

Venue hire fee includes the following AV equipment and seating:

- Lectern & Microphone
- Tables and chairs available
- Children secure play area
- Under cover

### **Confirmation of Booking**

Your booking is not confirmed until we receive a completed and signed copy of the terms & conditions along with deposit. In order to confirm and secure your venue booking, a venue hire deposit of \$50 + \$20 social membership (non-refundable) per function is required as confirmation for any reservation. Paid within 7 days of receiving the signed terms & conditions.

### **Social Memberships**

The function hirer must sign up as a Cockburn CRC social member and shall comply with the Club social membership terms and conditions. Social membership will be valid for 12 months from receiving the venue hire deposit and will entitle the member to utilise the club food and beverage facilities only.

## **Cancellation of Bookings**

Please note that all cancellations must be received in writing. Should you need to cancel your booking, please be aware that the following cancellation charges will apply.

Deposit and membership payment – Non-Refundable

- Cancellations received within **60 days** prior to the date of the event will be charged 30% of total cost-plus deposit and membership payment
- Cancellations received within **30 days** prior to the date of the event will be charged 50% of total cost-plus deposit and membership payment
- Cancellations received within **14 days** prior to the date of the event will be charged 100% of total cost-plus deposit and membership payment

## **Payment Schedule**

For your convenience we have a payment schedule to space out the payments for your function.

- \$70 or \$50 to be paid within 7 days of receiving contract, this is to secure your date
- 20% of estimated total cost due 60 days (2 months) prior to date of event
- 30% of estimated total cost due 30 days (1 months) prior to date of event
- 50% of estimated total cost due 14 days prior to date of event
- Remaining amount due 5 working days prior to date of event

## **Minimum Spends**

Minimum spends apply to some function areas. The Cockburn CRC Function Coordinator will advise you of the current minimum spends upon booking your event. The hirer agrees to meet this minimum spend upon signing and completing the terms & conditions

## **Final Numbers**

Final numbers are confirmed on payment of the final account **5** working days prior to the date. This will then be the minimum number of people charged for on the day. Additional guest will be charged should your numbers increase prior to or on the day of the event.

## **Public Holidays**

A 25% labor surcharge applies on public holidays.

## **Liquor License**

The club holds an un-restricted Club License; therefore, the Cockburn CRC must supply all beverages. The Club has the right to confiscate any beverages brought into the venue. Strictly no BYO permitted within the licensed areas.

## **Compliance**

The hirer is responsible for all function guests to behave in an orderly manner obeying all applicable laws, including the Liquor Act and Health & Safety regulations. Cockburn CRC management follows the responsible service of alcohol and as such reserves the right to refuse service to any patron deemed to be intoxicated. Cockburn CRC reserves the right to exclude or eject any objectionable patrons from the venue premises without liability.

## **Underage Guests**

Patrons under the age of 18 must be accompanied, at all times by their parents or legal guardian. Minors are to remain within the confines of the function area at all times and are under strict supervision by their parent/legal guardian. Minors are required to be accompanied to the toilet by an adult.

## **Delivery and pickups**

All deliveries must be approved of in advance and must be collected at the completion of the function unless otherwise arranged. Cockburn CRC is not responsible for any loss or damage to items.

## **Weather**

When booking any outside area (the western BBQ/child play area or Terrace Area) the hirer accepts that the function can be affected by rainy weather conditions. Cockburn CRC does not take any responsibility for those instances and is unable to give a refund due to unsuitable weather conditions. Our Function & Events Coordinator will endeavor to move the function to a different location, should there be a suitable alternative available.

## **Entertainment / Noise Restrictions**

Noise restrictions apply after midnight and sound levels are managed at the sole discretion of Cockburn CRC

## **Catering, External Food and Beverages**

Cockburn CRC - The Bowl and Fork provides all catering onsite for functions and events. We do allow external food to be warmed in the club main kitchen area (by arrangement and a small fee) external food can be plated up in the Dinette area (no food preparation is allowed in the Dinette), the Dinette has bench space with a micro wave, fridge and food warmer.

Due to licencing requirements beverages purchased outside of the premises cannot be consumed at the Club.

Wedding and Birthday cakes may be brought from external suppliers for the functions (the club must be advised this is proposed), please note additional charges apply for cutting and serving of cakes should the Bowl and Fork caterer be required to carry this out, or the Dinette could be used to prepare the cakes for serving.

## **Birthday Restrictions**

No applications for 18<sup>th</sup> Birthdays will be accepted by the Cockburn CRC, for 21<sup>st</sup> Birthday parties refer to the Requirements for 21<sup>st</sup> Birthday Bookings located at the end of this document.

## **Smoking**

Smoking is NOT permitted in the building. Smoking areas are only as signed and posted about the facility.

## **Responsibility & Damage**

Cockburn CRC does not accept responsibility for damages to, or loss of, any client's property or property of a supplier that the client has organised that is left on the premises prior to, during and after a function. The function hirer is financially responsible for any damages to property belonging to Cockburn CRC, by the client or guests, prior to, during or after a function. We reserve the right to charge a 'Cleaning Fee' after the conclusion of the function, should Management notice a substantial amount of broken glassware, property damage to venue or amenities or other trash caused by the guests of the function.

## **Decorations**

The Cockburn CRC encourages decorations in the form of balloons, centerpieces, and table runners. The hirer MUST NOT affix any decorations or objects to the windows, wall, club memorabilia, honour boards, displays, photos or similar. No nails or staples are to be used. The use of blu-tac or double-sided tape must be approved by the Club. No confetti or rice are to be brought into or used in the venue. The hirer must get approval for any decorations, objects, entertainment, marquees being used outside areas. A full list of decorations, objects, entertainment and the like must be submitted in writing to the Club within 30 days of function booking. The Club has the right to refuse any decorations, objects, entertainment, marquees and the like. Any damages discussed may result in the Club deducting Bond given for guarantee to rectify the damages.

## Requirements for 21<sup>st</sup> Birthday Bookings

A bond of **\$500** is payable at the time of the booking, part of which may be retained to cover the expense of broken glassware or any damage to the venue. The function must be organized by the parent or guardian of the person celebrating the birthday and the parent or guardian must be in attendance at the function.

- A guest list is to be supplied and will be checked off at the door by security
- A wrist tag will be applied to each guest over the age of 18 which must be worn for the duration of the function
- No alcohol will be served to underage guests
- Beverage packages are not available for 21<sup>st</sup> Birthdays
- Cockburn CRC Staff will adhere to the Responsible Service of Alcohol:
- Any guests showing signs of intoxication will be refused service of alcohol and may be asked to leave
- Food must be purchased for each guest in attendance
- No jugs will be given out – all alcohol will be served in glasses

The Liquor License ends at midnight – the bar will close from 11:30pm to give guests time to finish their drinks and exit the premises

The Cockburn CRC Manager on Duty reserves the right to close the bar early at their own discretion

If the booking is for 1 – 80 guests 1 security officer over 80 guests – 2 security officers will need to be arranged for at a cost of \$45 per officer per hour. Security officers must be booked for a minimum of 4 hours.

### Basis of Agreement

Cockburn CRC is not responsible for any loss arising out of any occurrences or conditions beyond its control, including but not limited to acts of terrorism, act of God, defects in vehicles, war, strikes, theft, delay, cancellation, civil disorder, disaster, Government regulations or changes in itinerary or schedule.  
Default and Consequences of Default

### Payment

All accounts must be paid in accordance with the payment schedule mentioned above. Final payment for your function is required no later than 5 working days prior to your function date. Final payment can be made by cash, debit card, credit card, bank cheque or bank transfer. If paying by bank transfer, please send a copy of the remittance advice to [admin@cockburncrc.com.au](mailto:admin@cockburncrc.com.au)

I have read in full, understand and agree to the Cockburn CRC Function and Event Terms and Conditions in relation to my booking.

Name: \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Email Address: \_\_\_\_\_