



TERMS AND CONDITIONS

We at the Kangaroo Flat Sports are committed to making your function a great success, we are flexible whenever it is possible to do so and we will offer professional advice when or if the need arises.

- Payment is required on the day/night of your function either by cash or credit card unless prior arrangements have been made (cheques must be pre organised and approved of by the function manager before the night, conditions apply)
- Deposits maybe required to confirm your booking and will be deducted from your final account
- The Club will take every care with your function, however cannot accepted responsibility for damage to or loss of personal or guests items left behind, prior to during or after the event.
- The organiser accepts responsibility for any damage to the premises or its fittings or equipment caused by guests or outside contractors engaged by the organiser.
- The Kangaroo Flat Sports Club reserves the right to organise security for any function where it deems necessary. The cost of security will be charged to the organiser.
- While your guests happiness and wishes are a priority to us, we are bound by legislation and our standards concerning the responsible serving of alcohol. Our staff are instructed to not serve alcoholic beverages to intoxicated persons and persons under the age of 18 years. We serve guests in a friendly, professional and responsible manner and we reserve the right to remove from the venue any objectionable persons without liability.
- While we endeavour to maintain prices, prices are subject to change.
- BYO food or drink into the venue is **strictly** prohibited except under special circumstances and only at the time of booking with the function manager.
- Final numbers for your function is required no later than 5 working days prior to your function. This number is the minimum number to be charged for on the day.

These terms and conditions have been tabled to ensure a level of service to you the customer.

I acknowledge having read the terms and conditions and will comply to all of the conditions above.

Signature _____ Date _____

BOOKING FORM

Name-Group/Organisation _____

Date of Function _____

Type of Function _____

Number of guests anticipated _____ Time _____

Contact name _____

Contact numbers

(Home) _____ Work _____ Mobile _____

Email _____ Fax _____

Address _____

Food selection _____

Beverage Selection

Guests paying their own way Tab with Limit \$ _____ Tab, then guests pay

Other requirements

Screen Lectern Microphone Cake Table Present Table

Portable Data Projector with screen \$50 Bring own projector

DJ or Band – Contact details _____

Other _____

Deposit payment when required, payment can be made in person or by credit card or direct debit.

Authority for the Kangaroo Flat Sports Club to process credit card payment

Credit Card Number _____ Expiry ____/____

Name on card _____ Signature _____

Direct Deposit:

BSB: 633 000 Account Number: 101407757 Name: Kangaroo Flat Sports Club

Please quote your name and function date in reference when paying by direct debit