



COCKBURN BARC COCKBURN BARC FUNCTION TERMS AND CONDITIONS

Facility Hire and Function Bookings

The hirer will have access to the function room between the following times 12.00pm – 12.00am

Function Room Hire

Capacity: 367 Persons

Monday, Tuesday, Wednesday, Thursday rate is **\$100**

Friday, Saturday, and Sunday day or night rate is **\$200**

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** (minimum of 4hours or \$100)

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** (minimum of 4hours or \$100)

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 \$100 + \$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 BARC social member and shall comply with the Club social membership terms and conditions. Social membership must 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.

Bond

There is a standard \$200 damage bond that should be paid when organising functions. Unless it is a 21st Birthday party than refer to the Requirements for 21st Birthday Bookings located at the end of this document.

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 7 working days prior to date of event

Minimum Spends

There is a \$1000 minimum spend on Friday and Saturday functions that are booked through the hall (\$500 via bar tab and \$500 through the kitchen, e.g., platters). 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 **7** 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 BARC 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 BARC management follows the responsible service of alcohol and as such reserves the right to refuse service to any patron deemed to be intoxicated. Cockburn BARC 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 BARC is not responsible for any loss or damage to items.

Weather

When booking any outside area (Child play area or Terrace Area) the hirer accepts that the function can be affected by rainy weather conditions. Cockburn BARC 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 endeavour 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 BARC

Catering, External Food and Beverages

Cockburn BARC - The Bowl and Fork, provide all catering onsite for functions and events. We do not allow external catering in the club. With arrangement the kitchenette area has bench space with a microwave, fridge, and food warmer which can be used when hiring the hall space.

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.

Birthday Restrictions

No applications for 18th Birthdays will be accepted by the Cockburn BARC, for 21st Birthday parties refer to the Requirements for 21st 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 BARC 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 BARC, 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 BARC encourages decorations in the form of balloons, centrepieces, 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 Club must approve the use of blu-tac or double-sided tape. 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.

Configuration fee

We reserve the right to charge a 'Configuration Fee' after the consultation of the function, should Management find suitable reason to such as removing a large number of tables, etc.

Requirements for 21st 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 wristband (30c each) 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 21st Birthdays.
- Cockburn BARC 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 BARC 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:

Monday to Friday	\$50phr
Saturday	\$55phr
Sunday	\$60phr

Public Holiday and New Year's Eve \$120phr

Basis of Agreement

Cockburn BARC 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. The hirer also agrees that they will clean up rubbish prior to leaving the facility at the end of their function.

Payment

All accounts must be paid in accordance with the payment schedule mentioned above. Final payment for your function is required no later than 7 working days prior to your function date. Final payment can be made by cash, debit card, credit card or bank transfer. If paying by bank transfer, please send a copy of the remittance advice to functions@cockburncrc.com.au

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

Name: _____ Date _____

Signature _____

Mobile Number: _____

Address: _____

Post Code _____

Email Address: _____