



FUNCTION TERMS AND CONDITIONS

TENTATIVE BOOKING

Tentative bookings must be confirmed, with a deposit of \$200 paid in full no later than (7) days from the enquiry date or the tentative booking will be cancelled.

PAYMENT DETAILS

Payment of the deposit must be received before any booking is confirmed.

Booking is for a maximum of 5 hours only

Club Kirrawee requires full payment (14) days prior to the event, along with tentative guest numbers, and other specifics relating to your event.

Final guest numbers are required seven (7) days before your event.

We accept cash and all major cards

CANCELLATION

Cancelling a function after a deposit has been paid can only be done by consulting directly with the Function Manager and only by the person who paid the initial deposit.

Any cancellations must be made (14) days before the event for a full refund.

Cancellations within (14) days will forfeit the full amount of the event.

SECURITY

Club Kirrawee requires payment for security if you are hosting a 21st birthday or any functions deemed to require security at a cost of \$300.

This will be decided at the discretion of the function manager and will be charged to the client before the event.

BOND & DAMAGE

Please be advised \$300 bond is required for all functions and that the organisers are financially responsible for any damage, theft, breakage or vandalism sustained to the function room or Club Kirrawee premises by guests, invitees or other persons attending the function.

Should any extra cleaning or repairs be required to return the premises to a satisfactory standard, this will be charged to the client.

If no charges are made, the full bond will return within (7) days.

Club Kirrawee does not accept responsibility for damage or loss of merchandise left at the venue before, during, or after the function.

It is recommended that all client goods be removed from the venue immediately after the function.

SIGNAGE & DECORATIONS

Any additional equipment, decorations or props required, other than those supplied or recommended by Club Kirrawee, must be confirmed with the Function Manager a minimum of (1) week prior to the date of the function.

No items are to be attached to any surface within the venue by means of Pins, Glue, Nails, Screws or Sticky Tape as this may forfeit the bond.

The venue must approve any and all equipment and decorations and reserves the right to disallow any material deemed offensive or dangerous.

NO Glitter, Confetti, or Age Scatters are to be used at any time throughout the function.

It is the responsibility of the host to ensure any additional equipment, decorations etc are removed from the venue at the completion of the function.

RESPONSIBILITY

The organiser is required to conduct the function in an orderly manner and comply with all requests as directed by Club Kirrawee management.

All normal venue policies, procedures and legal responsibilities apply to any and all persons attending functions at all times, including total compliance with all **Responsible Service of Alcohol** guidelines and standards.

In accordance with the venue's food safety program, **No Food** is to be brought into the venue, or taken from the venue with the exception of an occasion cake unless approved by the Function Manager.

Clients and guests are also not permitted to bring any liquor into the venue.

Management reserves the right to remove and eject uncooperative and intoxicated guests from the venue at their discretion without recourse. It is the organiser's responsibility to read all the terms and conditions listed and ensure the compliance of all function guests.

By paying a deposit and confirming a booking, you are deemed to have acknowledged the function terms and conditions and agreed to abide by them.

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