**Terms and Conditions - Auditorium**

1. **Tentative Bookings, Confirmation & Payment**

Greyhound Social Club can hold a tentative booking for 14 days. A $200.00 deposit, along with a signed copy of the terms & conditions is required to secure your chosen date. If Greyhound Social Club has not received the deposit & contract within 14 days, we reserve the right to cancel the booking without notification. Full payment is required 7 days prior to the event.

1. **Pricing**

The prices are current at the time of quotation but may change at the management’s discretion. All prices are GST inclusive. Upon receipt of the deposit & signed contract, we endeavour to honour all prices through to the event.

1. **Cancellations**

All cancellations must be made in writing to the Office Supervisor. Notice prior to of three (3) months to the event will result in a full refund of the deposit. Cancellations made within three (3) months will result in a $200.00 cancellation fee (the deposit).

1. **Bond**

A bond of $500.00 is required with your full payment 7 days prior to the event. Once sufficient inspection of the venue has taken place, the $500.00 bond will then be released. Please allow 7 days for the bond to be returned to you.

1. **Security**

Security costs are at $51.00 per hour, per security guard. Security guards are required for Birthdays & Live performances and will be organised through Greyhound Social Club at your cost with the requirement of 1 guard per 100 guests.

1. **Damages**

The client is financially liable for any damage sustained during the function, whether though their own actions or through the actions of their guests or contractors.

1. **Decorations**

Nothing is to be nailed, screwed or adhered in any way to any wall, door or other part of the function room. Glitter, confetti and similar materials are prohibited and a cleaning charge will be applied for any debris. Should the premises be left in an unacceptable state, a cleaning fee of $150.00 may be charged and/or your security bond will be forfeited. All decorations are to be approved by the Office Supervisor prior to the event and must be removed at the conclusion of your function.

1. **Food, Beverages & Menu Selection**

Food or beverages (cake excluded) cannot be bought onto the club property for consumption during the event.

Your confirmed menu selection, payment and final details for your event are required 7 days prior to the event.

Greyhound Social Club abides by the Responsible Service of Alcohol and reserves the right to ask intoxicated persons, minors or those persons whose behaviour is considered as disorderly to leave the premises. It is the hirer’s responsibility to ensure orderly conduct of their guests, especially when leaving the premises at night. Management reserves the right to terminate the function without refund of any monies should such behaviour present a problem.

The bar will cease trading at midnight with 30 minutes to finish your last drinks.

1. **Additional Costs**

A labour charge is applicable for functions extending beyond the room hire specified in the contracted package, at $150.00 per hour or part thereof. Please note that any such extensions must be approved by management of the club prior to the event.

Client Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Function Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Arrival Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Function (Birthday etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Guests: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ACCEPTANCE OF TERMS AND CONDITIONS**

I have read and understood the terms and conditions of booking a function at the Greyhound Social Club Ltd.

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

For Direct Deposit payments please reference your Full name and send a confirmation email to

greyclub@commander.net.au

Office Use Only:

Deposit Paid: $\_\_\_\_\_\_\_\_\_\_ Date Paid: \_\_/\_\_/\_\_ Paid By: Cash Eftpos Cheque

Receipt# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Direct Deposit