

THE MEREDITH CLUB

Function Terms and Conditions

1. Any tentative bookings not confirmed within 10 days of the booking being made, may be released at the discretion of The Meredith Club Management.
2. A deposit of \$500 is required at the time of confirmation and will act as a bond for the function.
3. Room hire is \$350 and must be paid prior to the night of the function
4. Minimum bar spend \$1000 is required. Any shortfall will be required to be paid on the night.
5. **Security guard requirement: one guard per 50 guests or part thereof charged at \$30 per hour per guard including 30 minutes after nominated finish time.**
6. Functions with a pre-organised food package will be required to leave an additional deposit (see Luscious Bistro booking form)
7. Confirmation of final numbers attending the function must be made 5 full working days prior to the function.
8. The client is responsible for any loss or damage to the club property, caused by guests attending the function. The Meredith Club will not accept any responsibility for the loss or damage to any equipment, merchandise or personal effects left on the premises prior to, during or after the function. In the event of damage the bond will be withheld until repairs have been made and any difference refunded. Any extra will be charged to the client's credit card.
9. Any third party (entertainment people) hired by the client will be bound by point 8.
10. Under no circumstances will The club allow any function to bring any food or beverages into The Meredith Club. Celebration cakes are welcome.
11. All prices shown are current at this time, and are subject to change at the Club's discretion.
12. All accounts are to be paid on the day of the function.
13. Cancellation policy: 14 days no refund; 21 days 50%.
14. **Free room hire when spending either: minimum \$1400 bar or \$2000 food and bar**
15. The Meredith Club promotes the responsible service of alcohol.
16. The Club management reserves the right to refuse entry or service to any function guest.

PDR- Private Dining Room	seats upto 30guests	room hire \$50, no bond required
Main hall	seats upto 200 guests	room hire \$350, bond \$500
	Cocktail party stands	room hire \$350, bond \$500
	maximum 250 guests	

Hereby accept the terms and conditions and confirm that all details outlined above are correct.

Client signed: _____ Date: ____/____/____

Manager signed: _____ Date: ____/____/____

Manager Print: _____