

## FUNCTION AGREEMENT

### Thank you for booking your function at the Gladstone Yacht Club.

To confirm your booking we require a signed copy of the function agreement form.

The contract signatory is liable to pay all money due under this agreement. If you have any further inquiries or would like more information, please do not hesitate to contact us.

1. All function accounts can be paid by cash, cheque, bank transfer, debit card or credit card. You are able to phone through card details for payment. Cheques need to be made out to Port Curtis Sailing Club Inc. Bar Tabs are to be settled on the night if not before the event.
2. A tentative booking will be held for fourteen days (14) excluding the Christmas period of November and December. The club reserves the right to cancel any unsecured bookings after this time. The final numbers are to be confirmed at or before midday at seven (7) working days prior to the event. This will be considered the guaranteed number. Charges shall be based on the guaranteed number or the number attending whichever is the greater. Increases up to 10% are acceptable if adequate notice is given.
3. Deposit payment is required on returning the signed function agreement. If the function is cancelled more than fourteen (14) days from the booked date a 10% administration fee will apply. For functions cancelled fourteen (14) days or less, before the function, no refund will be made.
4. The guest assumes responsibility for all damage to the clubs facilities or injury to any staff member caused by them or any of their guests, invitees or other people attending the function, whether in the function rooms or in another part of the club.
5. The patron is responsible for conducting the function in an orderly manner and in full compliance with club rules, house policy and all applicable laws. The club reserves the right to exclude or eject any guest from the function or from the premises without refund to the client or to intervene if a function or its activities are considered noisy, illegal or offensive. RSA is practiced at all times.
6. General and normal cleaning is included in the cost of the room hire charge, but additional charges may be payable if the function has created cleaning needs above and beyond normal cleaning.
7. Function organisers or patrons are not permitted to supply their own food or beverages without prior approval from the club. All hired equipment that is not hired directly through Gladstone Yacht Club will incur a \$50 surcharge. The club must be advised of all deliveries made on behalf of the client and payment must be made by the client in advance.
8. The club will take all necessary care but will not take responsibility for damage or loss of any client's property in the club before, during or after a function.

I have read and accept the conditions stated in this agreement...  Yes  No

Date of Function:	Number of people:
Name of Function:	Deposit Required:      \$      :
Company/Organisation Name:	
Authorised by:	Position:
Postal Address:	
Contact Phone:	
Email Address:	
Signature:	Date:
<b>Office use only</b>	
<b>Received by:</b>	<b>Date:</b>