



## TERMS AND CONDITIONS

**Prices** are inclusive of GST. Menus and prices are subject to change without notification.

**Function times.** All function times must commence and conclude outlined by the client, should a function exceed the agreed times an additional charge may apply.

**Final Numbers.** All final numbers for catering are required 7 working days before the date of your event, this will be the minimum amount charged.

**Tentative Bookings.** Bookings will be held for 14 days. Confirmation of a booking will occur upon receipt of deposit.

**Surcharge.** A 10% surcharge may be applicable to all Sunday functions and a 20% surcharge to all Public Holiday functions.

**Refund.** A deposit will only be refunded if a function is cancelled 10 days prior to the function date. If the booking is postponed and the event is to be held within six months of the original booking, all deposits paid may be transferred. Should suitable dates not be available for the postponed event, all deposit money will be applied as a cancellation fee.

**Cancellation.** Should a function be cancelled within 72 hours (3 working days) of the commencement date, a cancellation fee of 30% off the total cost will be issued to the client.

**Payment.** Full balance of payment is required prior to the function, if necessary, payment can be made on the night of the function.

**Additional Hiring Costs.** Additional equipment may be hired from The Junction Club, for any equipment that is not already included in the room hire.

**Liquor License.** The Junction Club is a fully licensed venue therefore guests are not permitted to supply their own beverages. Our license ceases at 12:00 midnight (except Sundays at 11pm, Good Friday Eve and Anzac Day between 1pm and 11pm). All persons are required to vacate the premises ½ hour after the bar closes.

**Catering.** The Junction Club retains the right to provide all catering. No food or beverage may be brought onto the premises without the authorisation of The Junction Club.

**Security.** In the event that security is required, The Junction Club will book registered security at an additional cost to the organiser(s) of \$150 for the duration of the function.

**Due Care.** Whilst due care will be taken, management will not be liable for loss or damage of any items before, during or after a function.

**Damage** or loss to the property and/or fittings during the function will be the financial responsibility of the organiser(s)

**Organiser's** will ensure the function is conducted in an orderly manner and in full compliance with all applicable laws (including Liquor Licensing Commission Laws) and management requirements. Management reserves the right to exclude or eject any and all, objectionable persons from the premises without liability

**Payment of the deposit constitutes your acceptance of the above terms and conditions, please sign and return to the Function Co-ordinator prior to the function commencing.**

Client Signature \_\_\_\_\_ Date \_\_\_\_\_