

TERMS AND CONDITIONS

1. The Glenelg Footballers Club Inc. and Glenelg Football Club Inc. conduct The Bay Function Centre and Glenelg Cricket Club.
2. To confirm an event we require the terms and conditions be signed and accompanied by a deposit. The deposit amount for any room and any style of function at any time of year is set at \$400.00 (unless otherwise quoted in writing by the Functions Manager). This deposit amount is required within 7 days of tentatively booking a room and will be held as a bond and returned after the function if there is no damage to the venue and property.
3. If you are booking any part of our complex, your booking deposit is required within 7 days of the tentative booking. If no deposit is received and no contact is made within this 7 day period, your tentative booking will become void and your room will then become available to other parties of interest.
4. The deposit will **ONLY** be refunded if a minimum of 4 weeks notice prior to the event date is given in writing or at the discretion of the Glenelg Footballers Inc.
5. Please note that from your initial booking when approximate numbers are taken, if the number of people attending drops by more than 20 people, we will charge 20% of their lost income on the final account.
6. Confirmation of menus and other arrangements should be finalised 10 days before the date of the event, including all dietary requirements. **Final numbers are required 7 working days prior to the event. Numbers given at this time will be considered final and the client will therefore be deemed responsible to pay the full amount booked for.**
7. All function accounts are to be settled 2 working days prior to the event unless otherwise agreed by the Functions Manager. Outstanding amounts from the day/night of the event are to be settled at the completion of the event. These payments can be accepted in cash, by cheque or credit card. Credit cards accepted include VISA, MasterCard, Bankcard, American Express or Diners. If an account is not settled at the completion of the event a 10% service fee will be charged.
8. Packages and menus are current from November 1st to October 31st. Each year prices and menus are reassessed and may be subject to change. All events after the 31st will adapt the updated menu's/packages, including those booked prior.
9. Prices and menus may be subject to change without notice.

Liability and Damage

1. The client is financially responsible for any damage or theft incurred at The Bay Function Centre, or any other part of the Glenelg Football Club or Glenelg Cricket Club, by organisers, guests of the organiser or any person attending the function.

2. The initial deposit of \$400.00 will be held as a bond until after the function and will only be returned in full if The Bay Function Centre and Cricket Club are left in the same condition by guests as prior to the event. This decision will be made by the Venue Manager & Functions Manager.
3. The Bay Function Centre will not accept responsibility for damage to or loss of any goods left in the venue prior to, during or after a function.
4. The Bay Function Centre does not accept responsibility for any damage to or loss of any vehicle while parked on the property.
5. Nothing is to be nailed, screwed or adhered to in any way, to any wall, door or part of the building. Charges will be incurred by the client, for repairs or cleaning arising from unauthorised actions.
6. We **DO NOT** allow scatters such as confetti or numbers etc. If these are used, money from the bond will be kept as additional cleaning costs.
7. Security personnel will be arranged by the Venue Manager for functions where it is deemed appropriate.
8. The Bay Function Centre reserves the right to expel or eject from the venue any person or persons attending a function who behaves in an objectionable and/or inappropriate manner and inline with the Responsible Service of Alcohol Code of Practice.
9. Prior approval of the venue is required, special balloon effects and/or lighting.
10. Should the brigade respond to an alarm in the event room, which has been set of by unauthorised use, the client will be liable for any charges incurred by the venue.
11. We **DO NOT** allow smoke or dry ice machines.

General

1. As per liquor license agreement persons under the age of 18 years old will need to vacate the premise by **12.00am**.
2. Persons under the age of 18 years old, under no circumstances are to attempt to purchase or consume alcohol whilst on the premises, even though an area may be booked privately. Glenelg Football Club and The Bay Function Centre staff has the right to refuse service of alcohol to patrons who are unable to provide suitable photo ID if requested.
3. All functions **MUST** ordering catering from the options provided in the quote, with the exception of the Cricket Club.
4. **No food or beverages may be brought into The Bay Function Centre for consumption during an event**, as per HCAP Guidelines (Wedding Cake /Birthday Cake Excluded if agreed prior with the Functions Manager). The Bay Function Centre can authorise clients to cater for themselves for events booked in the Cricket Club (**food only**).
5. All balcony's will be locked at 10.00pm. Under no circumstances will this time be extended.

BOOKING CONFIRMATION

To confirm your booking, this booking confirmation must be completed and signed to acknowledge you agreed to our Terms and Conditions and return this with the nominated deposit.

FUNCTION INFORMATION

Today's Date: _____

I wish to book the: _____ (name of room)

On (Day/Date): _____

For: _____ people

Function Title: _____

Client Contact on the Day: _____

I have read, understood and will adhere to the Terms and Conditions listed above.

Name: _____

Company (if company booking): _____

Billing Address _____

Ph: _____ M: _____ Fax: _____

Email: _____

Signature: _____

****Please note:**

This form can be returned by fax to 08 8294 9891 or
posted to the Functions Manager at
The Bay Function Centre, PO Box 72 Glenelg SA 5045