

# MARMION ANGLING & AQUATIC CLUB

## Terms and Conditions

We are delighted that you have considered the Bluewater Room at the MAAC for your special day. Please read the following to ensure the smooth running of your event.

### Menus

The enclosed menus have been structured so that you can create your own special menu to suit your requirements. Special arrangements can be made for vegetarians and children.

Children over the age of 12 years will be charged as Adults.

### Beverages

Can be supplied on a consumption basis or set price.

A wide variety of beverages are available for your selection.

**Liquor License Trading Hours:** Saturday - 12.00pm, Sunday -10.00pm..

An extension fee for 1 hour on a Sunday will be \$130.00, paid on application.

### Venue Hire

Venue hire is inclusive of all set up costs, printed menus, table plan, white, cream or black linen tablecloths and serviettes, skirting on the bridal table and cake table if required. We will be happy to put out place cards and any bonbonniere for you. Guests or their florists are welcome to add a personal touch to the room, balcony area or tables. Candelabra's, chair covers, fairy lights and coloured serviettes are available from our preferred decorator (Wedding World) for hire.

### Entertainment

You are most welcome to choose your own Entertainment, however, should you need any advice we would be happy to assist.

Strippers are not allowed.

### Decorations

The function venue can be decorated to your personalised colour scheme or theme. Please note that nothing is to be nailed, screwed, stapled or adhered to any wall, door or surface of the building. The Functions Manager must approve all signage in the public areas.

**Sprinkles are not permitted anywhere within the building or grounds.**

### Tentative Bookings

Tentative bookings will be held for a period of **two weeks** and will automatically be cancelled after that period.

### Confirmation of Booking

The room hire fee is required to secure the venue and date of your function. Upon receipt of this fee General Committee need to approve your application. A letter of confirmation will be sent to you once your application is approved.

### Food deposit and Payment

A \$2,000 deposit on your catering requirements will be requested eight months prior to the function.

Settlement / payment for final numbers Menu, Beverages tab or fixed price and any decorating items hired 7 days prior with no refunds available for cancellations after that date.

Payment may be made by cash, cheque or credit card.

**Cancellations**

In the event of the function being cancelled no part of the deposits paid will be refunded unless the The venue is re booked for a similar function, only then will a refund be available.  
 (An administration fee of \$45.00 will taken regardless of the circumstances)

**Cancellations must be received in writing.****Pricing**

Prices quoted are current and we will endeavor to maintain prices as printed. Please note there is an automatic price increase on the menu of up to 10% the first of July every year.

**Final Attendance Numbers**

A guaranteed number of guests attending the function are required no less than seven (7) days prior to the event. This will be considered the guaranteed number charged for, not subject to reduction or cancellation. Numbers may increase by up to 10% three (3) days prior to your function and will be charged for accordingly.

**Minimum Numbers**

A minimum of seventy (70) guests is required for Saturday evenings, excluding the months of June, July and August. A minimum of fifty (50) guests is required for these months and other days unless by prior arrangement.

**Public Holidays**

Please note that a 20% surcharge is applicable on public holidays for food and beverages.

**Damages**

The Club is always extremely careful when looking after people and their belongings; however, we cannot take responsibility for damage or loss of merchandise left on the premises, prior to, during or after the function. Unfortunately accidents do happen and we must specify that any unnecessary damage to the Function Centre property during an event becomes the financial responsibility of the organiser.

**Food or Beverages**

Strictly no Food or Beverages may be brought onto the premises of the Marmion Angling and Aquatic Club for consumption during the function.

**Responsible Service of Alcohol**

The MAAC is a responsible purveyor of alcohol and has the right to refuse service of alcohol to any person, including private function guests. Under no circumstances may a minor consume alcoholic beverages on a licensed premise. All laws relating to the "Liquor Act" must be adhered to.

**Smoking**

The Bluewater Room is a non-smoking venue and smoking is only permitted on the balcony, five metres from any door.

**GST**

All prices inclusive of GST

I/we have read the conditions outlined in the document titled "Terms and Conditions" and accept them as your terms of our booking with the Marmion Angling & Aquatic Club.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Doc 2011