



TOMPKINS ON SWAN

Function Booking Terms and Conditions Form

Name
Address Post Code Telephone

I/We acknowledge that I/we have booked a private member's function in theRoom at Tompkins Park Community & Recreational Association Inc on and agree to abide by the following terms and conditions:-

Signed by (print name).....Signature.....

- 1 In order to secure the booking of a room at Tompkins Park Community & Recreational Association Inc this Function Booking Terms and Conditions form must be signed and returned together with payment of the venue hire within one week of confirming the booking in writing. This venue hire is non refundable and covers venue hire only. Any catering, beverage or other expenses will be additional to this amount.
- 2 All care is taken but we cannot be responsible for any goods and or equipment left on the premises overnight.
- 3 You are welcome to arrange your own decorations and music for your function however you must supply the service providers details in advance to minimise disruption to other events.
- 4 If the River Room is being booked, a dance floor will need to be installed in the River Room if your guests will be dancing. We can arrange this for you for the cost of the required dance floor.
- 5 Final numbers attending and any special dietary requirements must be confirmed at least one week prior to your function. Once final numbers are confirmed they will be represented on the final account.
- 6 I/We agree to settle the account up to three days prior to the function date. Payment can be made either electronically to our Bankwest account BSB 306 043 – Account number 0572330, by bank cheque, cash, or by credit card (Mastercard and Visa). Payment by personal cheque needs to be made at least one week before your event.
- 7 I/we agree to be responsible for my/our guests so that the Association's Liquor Licence is not jeopardised. I/we also agree to make good any damage to the Association's property caused by the behaviour of my/our guests.
- 8 I/We undertake to turn off the music by 12.00 midnight and vacate the premises by 12.30 am as required by our Liquor Licence issued by the Office of Racing and Gaming and ensure that guests leave the premises and grounds at the conclusion of the function.
- 9 Minimum attendee numbers and catering spend apply to functions in all our rooms
- 10 **our Liquor Licence requires anyone having a function here involving the serving of alcohol will need to become a social member of our Association. There is no charge to become a member and membership is valid until 31 March each year. The person responsible for and attending your function, is required to complete the following application.**

MEMBERSHIP APPLICATION		Membership # (office use only)
SURNAME _____	FIRST NAME _____	
ADDRESS _____		
SUBURB _____	POST CODE _____	
PHONE _____	MOBILE _____	
EMAIL _____	D.O.B _____	
Signed by (print name).....Signature.....		