

TERMS & CONDITIONS

1.0 DEFINITIONS

- 1.0 KLTC: Kooyong Lawn Tennis Club Inc. ABN: 17177846072.
- 1.1 Client: Company or individual listed on the booking form as booking the facility.

2.0 RESERVATION

- 2.0 Reservation will only be accepted on receipt of a completed & signed booking form including deposit.
- 2.1 A KLTC confirmation letter will be issued within three (3) working days.
- 2.2 Tentative bookings will be held for a period of two (2) working days only.

3.0 DEPOSIT

- 3.0 A \$500 deposit is required to confirm the booking, unless otherwise specified by KLTC.
- 3.1 Failure to pay a deposit after the specified tentative hold entitles KLTC to cancel the function booking.

4.0 PAYMENT

- 4.0 The credit card nominated will be credited at the conclusion of your function.
- 4.1 The Function Booking Form signatory is liable for payment of all charges associated with the function.
- 4.2 An invoice will be forwarded to the client upon completion of the function.

5.0 USE OF FACILITY

- 5.0 The client is not permitted to conduct any alterations or make any additions to the function facilities.
- 5.1 All crockery, cutlery, utensils, glassware, electrical equipment, fixtures, pictures & fittings remain the property of KLTC.
- 5.2 The client holds responsibility for, & accepts all costs associated with, any breakage, damage or stolen items from/the facilities & its contents, that are incurred during their occupation of the function facilities by either themselves or their guests.
- 5.3 The client takes full responsibility for the behaviour of their invited guests whilst utilising the function facility, & ensures that at all times they are considerate of other KLTC members & their guests.
- 5.4 Unruly & unreasonable behaviour shall not be tolerated. KLTC reserve the right to insist that guests vacate the premises of KLTC.
- 5.5 Smoking is only permitted on the balcony. Any guests smoking in an outdoor area of the Club's property shall ensure that cigarette butts are properly extinguished & disposed of so as not to constitute litter.
- 5.6 The Club requests that no confetti or rice be thrown in our function rooms, foyer or car park areas.
- 5.7 Floral & theme decorations, table settings, bridal table arrangements, cakes, bands, musicians, discos, specialty lighting, additional shrubbery, photography, audio visual equipment can be arranged by the club unless otherwise approved by KLTC.
- 5.8 Smoke machines, special balloon effects may not be operated without prior authority from the Function Department. Written advice must be forwarded to the Function Department two (2) working days prior. Should the Fire Brigade respond to an alarm caused by unauthorised usage of such effects, the Organiser will be liable for any charges incurred by KLTC.
- 5.9 External audiovisual & production companies are required to make contact with us, a minimum of five (5) working days prior to the function date.

6.0 RESPONSIBLE SERVING OF ALCOHOL

- 6.1 KLTC follows guidelines for Responsible Serving of Alcohol. Staff members are instructed not to serve any alcoholic beverages to guests under the age of 18 years, or to guest in a state of intoxication.
- 6.2 A member of staff from KLTC shall be present for the responsible serving of alcohol.
- 6.3 KLTC staff reserve the right to refuse the service of alcohol & may ask you to vacate the premises.
- 6.4 Staff from KLTC reserves the right to at any time, close the bar due to an excess consumption of alcohol, thus causing unruly or threatening behaviour.

7.0 CATERING

- 7.0 No food or beverages will be permitted to be bought in for consumption at any function by the client or any of the client's guests unless otherwise approved by KLTC.
- 7.0 Notification of menu & beverage selections is required at least ten (10) working days prior to the function.
- 7.1 Anticipated final numbers are required five (5) working days prior to the function date.
- 7.2 A list of guests' names is required with final numbers in accordance with licensing laws, five (5) working days prior to the function date.
- 7.3 Increases of up to 5% are acceptable after this time.
- 7.4 Function menus consist of one item for each course. A surcharge applies

if extra choices or alternative items are required for any course.

- 7.5 The musician's award stipulates that all band members must receive a meal. These will be charged at \$35.00 per person to the client. Alcohol will not be served to contractors (musicians etc) without the express permission of the client. If permission is granted this will be on a consumption basis.
- 7.6 All menu choices are subject to seasonal change.
- 7.7 Special dietary requests must be communicated to KLTC five (5) days prior to the event.

8.0 CANCELLATION

- 8.1 Refunds shall be made on a pro-rata basis, (as shown below):

Period	Cancellation Fee
3+ months notice	\$50 Administration Fee
2-3 months notice	Deposit will be forfeited + a Room Hire charge will apply
1-2 months notice	The cancellation fee equivalent to 20% of total estimated charges (including food & beverage, room hire charges & audio visual based on numbers advised at time of reservation)
Less than 1 month prior to the event	Cancellation fee equivalent to 30% of total estimated charges (including food & beverage, room hire charges & audio visual based on the numbers advised at the time of reservation)
Less than 1 week prior to the event	Cancellation fee (based on last numbers provided) 100% of all food charges, 100% of all room charges 50% of all beverage packages, 50% of all extra items

9.0 SET UP & DELIVERY

- 9.1 Clients are responsible for costs involved in ensuring set up & break down time of all function space.
- 9.2 The client should ensure that our Function Department is advised of all goods / packages to be delivered, & that they are adequately marked with the contact name, date of the function, & contact phone number.
- 9.3 All equipment must be taken away after the conclusion of the function, unless previously arranged with the Function Department.

10.0 DRESS CODE

- 10.1 The minimum standard for function rooms is smart casual (gentlemen must wear a collar) however dress standards are to be appropriate to the requirements of the function.
- 10.2 Beach wears, sandals, jeans, thongs, bare feet or t-shirts & garments with advertising motifs displayed on them are not permitted in the Clubhouse at any time.

11.0 CHARGES

- 11.1 All prices are inclusive of GST.
- 11.2 All prices listed are current & subject to change without notice.
- 11.3 Surcharges will apply to functions continuing after midnight. This must be pre-arranged with the Function Department prior to your function.
- 11.4 Sunday's & Public Holidays - A surcharge of 10% is applicable to the total account on Sundays and 15% on Public Holidays.
- 11.5 Should KLTC be required to organise Security for some functions, this will be directly charged to the client. eg 21st Birthdays.
- 11.6 A surcharge will apply to all payments by American Express and Diners. The Function Department will advise details at time of payment.

12.0 PARKING

- 12.1 Function parking is at Kooyong Car Park situated across the road from Kooyong Lawn Tennis Club on Glenferrie Road.
- 12.2 Public transport is easily accessible with, both trams & trains at the doorstep.

13.0 SEATING ARRANGEMENTS

- 13.1 A completed floor plan & an alphabetical typed list of guests for the seating plan are required three (3) working days prior to the function, email is the preferred form of communication.

14.0 CLIENT RESPONSIBILITY

- 14.1 The client is responsible for ensuring that function rooms are vacated by the agreed finishing time of the event. Any cost incurred by KLTC as a result of a late finish will be the responsibility of the client.
- 14.2 KLTC shall not be responsible for the loss of, or damage to, property left on the premises prior to, during or after a function.
- 14.3 The client is required to inform all relevant persons involved in the organisation of the event, including colleagues or contractors, of KLTC's Terms & Conditions outlined herein.
- 14.4 By completing & signing the Booking Form, the client acknowledges that KLTC Terms & Conditions are understood & agreed to.