



Kooyong Function Booking Form

Contact details

Name	Membership No. (if applicable)
Organisation name (if applicable)	
Address (for account purposes)	
Phone (Business)	Phone (Home)
Phone (Mobile)	Fax
Email	

Function details

Date	
Start Time	Finish Time
Type of Function	Expected No. of guests
Special Requests	

Payment details

A deposit of \$500 must be provided with the booking form to secure your date. Deposit can be made via credit card, cheque or Direct Deposit. **A credit card number is required on the booking form.** If payment is not received at the conclusion of the function, the credit card on this form will be used to process payment.

Number on Card	Expiry Date	/
Name on Card	CCV	

I give permission for the above credit card details to be charged. Until receipt of the deposit, Booking Form and signed quotation all bookings are considered tentative. A confirmation letter will be forward on receipt of deposit. I acknowledge that I have read and understood the Terms and Conditions of my booking.

Signed	Date	/	/
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Please indicate how you became aware of KLTC function facilities

How to return this form

- ▶ Fill out form fields using Acrobat Reader, print and sign; **OR** print this form, fill out and sign.
- ▶ Send via: ● **email** functions@kooyong.com.au ● **mail** KLTC – 489 Glenferrie Road, Kooyong Victoria 3144 ● **fax** 03 9822 5248.
OR return to KLTC reception



Function Terms & Conditions

1.0 DEFINITIONS

1.1 KLTC: Kooyong Lawn Tennis Club Inc ABN: 17177846072

2.0 RESERVATION

- 2.1 Tentative bookings will be held for a period of five (5) working days.
- 2.2 A booking will only be confirmed on receipt of a signed booking form with deposit and signed quote confirming the chosen catering package.
- 2.3 Booking form must be completed with credit card details OR Purchase Order number.
- 2.4 KLTC reserves the right to cancel bookings without the receipt of the above, without notice and reallocate the venue to other enquirers.

3.0 EXPECTED ATTENDANCE

3.1 The approximate numbers noted on the booking form is a realistic expectation of attendance and is the basis to which a booking is accepted. An appropriate function space will be allocated based on this figure.

4.0 PAYMENT

- 4.1 A deposit of \$500 is required to secure all bookings
- 4.2 Accounts must be settled prior to or on the completion of the function by cheque, direct deposit or credit card.
- 4.3 A 2.2% Surcharge is applicable to AMEX and Diners Club payments.
- 4.4 A receipt of charges and payments received will be forwarded to the client upon completion of the function.
- 4.5 KLTC Bank details: BSB 083 – 166, ACCOUNT NUMBER 36 834 4426

5.0 USE OF FACILITY

- 5.1 Smoke machines, fireworks or special balloon effects will not be permitted within the KLTC grounds.
- 5.2 KLTC reserves the right to book other functions in the same room up to one hour prior to your scheduled event time and one hour after scheduled event finish time.
- 5.3 The organizer must agree to begin and vacate the function room at the time agreed upon with KLTC. We reserve the right to charge an additional cost incurred should the event go beyond the agreed finishing time.

6.0 RESPONSIBLE SERVICE OF ALCOHOL

- 6.1 All KLTC staff possess an RSA License and practice the responsible service of alcohol.
- 6.2 KLTC staff reserve the right to refuse the service of alcohol and may ask you to vacate the premises.

7.0 SMOKING ON PREMISES

7.1 KLTC complies with the non-smoking legislation in the Clubhouse and all food service areas.

8.0 CATERING

- 8.1 All prices are current and subject to change without notice.
- 8.2 No food or beverage will be permitted to be brought in to the venue for consumption at an event without the prior written consent of KLTC.
- 8.4 Notification of menu and beverage selections with estimated guest numbers are required seven to ten (7-10) working days prior to the function.
- 8.5 Final billing numbers are required two (48 hours) working days prior to the function date. Increase in numbers cannot be guaranteed after this time.
- 8.6 Special Dietary Requirements: Five (5) days notice is required for any special dietary requirements. KLTC will endeavour to cater for guests with food allergies or intolerances however the Club is unable to guarantee the absence of trace allergens in the working environment and in the food and beverages served during the event.

9.0 CANCELLATIONS AND POSTPONEMENTS

9.1 Cancellation and postponement payment schedule is outlined below:

POSTPONEMENTS

A minimum of 1-month notice is required for all postponements.

Period	Cancellation fee
1 + months notice	\$50.00 administration fee to move the original date to another within a twelve (12) month period. Functions not re-booked within a 12month period will be deemed cancelled and incur the appropriate cancellation fee as per below

CANCELLATIONS

Period	Cancellation fee
2 - 3 months notice	Deposit will be forfeited
14 days – 2 months notice	The cancellation fee equivalent to 50% of total estimated food and room charges based on numbers advised on the booking form.
Less than 14 days notice	The cancellation fee equivalent to 100% of total estimated food and room charges based on numbers advised on the booking form.

10.0 SET UP AND DELIVERY

- 10.1 Clients are responsible for costs involved in ensuring set up and break down time of all function space. This includes staff supervision costs during this setup time.
- 10.2 All equipment must be taken away after the conclusion of the function.

11.0 DRESS CODE

11.1 Smart casual attire is the minimum dress standard

12.0 ADDITIONAL CHARGES

- 12.1 Should KLTC be required to organise security for some functions, this will be directly charged the event. A mandatory charge for security will apply for all 21st birthdays based on attending guests.
- 12.2 A final function charge will be taken from the credit card nominated on the booking form three (3) days prior to the event. Clients which have paid the function deposit via direct debit or bank cheque must ensure that the final funds reach the KLTC bank account three days prior to the event.
- 12.3 Charges occurred during the function will be settled via credit card (regardless of previous payment terms) at the time of the function.

13.0 PARKING

13.1 Public parking is situated across the road from Kooyong Lawn Tennis Club at the Sir Zelman Cowen Park.

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 the function
- 14.3 By completing and signing the Booking Form, the client acknowledges that KLTC Terms and Conditions are understood and agreed to.