



Port Lincoln Racing Club - Carlton & United Beverages Function Centre -

Terms & Conditions

The following Terms and Conditions are to ensure customers contracting with the Port Lincoln Racing Club Incorporated for functions at the Carlton & United Beverages Function Centre are aware of the conditions of hire in order that their functions run smoothly and there are no misunderstandings.

Office Hours & Inspection Times

Monday – Friday 10.00am – 4.00pm

Usually inspections may be conducted within these hours without an appointment; however it is best to phone first.

Capacities

Minimum – 50 people

Maximum – 260 people

Surcharge

Public Holiday – 10%

GST

All function components and services incorporate a component for the GST at the time of invoice.

Confirmation of Booking

- Your verbal booking reservation is held tentatively for 14 days only.
- To confirm your bookings we require a signed copy of the “terms and conditions” along with a booking confirmation deposit of \$200. All offers, services, facilities and charges are based on current printed literature only. Tentative bookings not confirmed within 14 days will automatically be made available to other clients.
- We accept Cheque, Cash, Visa Card, Master Card and Bankcard.

- All prices are current at the time of quotation and the Port Lincoln Racing Club Incorporated will endeavor to maintain prices. Prices are however subject to alteration, particularly when bookings are made well in advance.

Cancellations

- Cancellation of a function must be confirmed in writing. Should cancellation occur 90 days or more prior to the scheduled event, we will be pleased to refund your full deposit. Cancellation within 60 to 90 days of the scheduled event we will refund 50% of the deposit. Less than 60 days we are unable to refund any deposit.
- The client shall pay any non-recoverable expenses already incurred on behalf of the client by Port Lincoln Race Club.

Payment and Charges

- All anticipated cost must be paid within 7 (seven) working days prior to the function at which time the deposit will be deducted.
- 7 (seven) working days prior to the function Port Lincoln Racing Club Incorporated requires the guaranteed minimum number of guests. You will be billed for the greater of the guaranteed minimum or the actual number attending the function. We regret we are unable to take reductions in numbers after this deadline.
- If drinks are served on a consumption basis, this account can be settled at the conclusion of the function.
- Any additional or incidental costs incurred throughout the function will be forwarded to you for payment within 7 (seven) days.

Alcohol and Decorum

- Port Lincoln Racing Club Incorporated is the licensee of the premises and controls the supply and all revenue from the sale of alcoholic beverages. BYO alcohol is prohibited.
- Port Lincoln Racing Club Incorporated is obliged to abide by State Government laws, ordinances and regulations in regard to the responsible service of alcohol. Alcohol will be refused to those under the age of 18, those who supply alcohol to under age people, or those who in the opinion of the licensee to be intoxicated.
- The management and its employees and agents reserve the right to call police and/or terminate the function, without refund of monies, should such behavior present itself to guests or staff.

- Security guards must be present at specific functions where there is alcohol served or when requested by Port Lincoln Racing Club Incorporated, and will be charged to the client.

Responsibility / Damages / Loss of Goods / Insurance

- We take pride and care in ensuring that your function is successful. However, Port Lincoln Racing Club shall not be liable for any injury, damaged or loss of any nature suffered by the client or the client's guests, agents or other persons associated with the event prior to, during or after the event. We recommend where necessary, you should arrange your own insurance.
- If damages occur to Port Lincoln Racing Clubs function centre equipment or property by any guests, attendees or personnel associated with the client before, during or after a function, the client is financially responsible to make good such loss or damage.
- The client shall indemnify and keep indemnified Port Lincoln Racing Club Incorporated against any costs or responsibility for the damage or loss of merchandise, personal injury, damage or loss associated with or arising from any event held in the function centre complex or grounds.
- Confetti, petals, table sprinkles and glitter are not permitted under any circumstances. A cleaning fee will apply if used.
- Nothing is to be nailed, pinned, screwed, attached or adhered in any way to walls or ceiling.
- Table candles for decorations must be secured in safe containers and must comply with all fire and safety legislation and regulations. We accept no responsibility for any gifts or goods at the function or left behind at the conclusion of a function. No responsibility is taken for the loss of clothing and other personal items left with management or staff. By confirmation of a booking, the client acknowledges and agrees to the afore-mentioned conditions.

Set Up & Delivery of Clients, Artists/Entertainers/ General Equipment

- Set up times to your function or event must be arranged with the Function Centre Coordinator.
- All deliveries to the function centre complex must be advised to the Function Centre Coordinator prior and clearly marked with the name of the function. Whilst every effort will be made to assist in the movement of goods to the function centre area, assistance can only be offered on the basis of staff availability.

- It is your responsibility to ensure all decorations; props and equipment are removed immediately after the event of function.

Commencement Time and Conclusion

- The function complex will be available to guests one hour prior to the start of the event or function.
- For all events or functions the complex will be closed in accordance with the liquor licensing laws issued to Port Lincoln Racing Club Incorporated by the Office of the Liquor and Gaming Commissioner.

I have read and accept the above terms and conditions of Business,

Hirer.....

Address.....

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Signature.....

Date.....

Date of Function/Event.....

Start time.....

Finish time.....