

Function Terms and Conditions

Booking Confirmation

Function Rooms at Club Ashfield will only be confirmed and booked once the Room has been paid for in full. Credit card details will also have to be provided to the Club at the time of booking for bond purposes.

Duration

All bookings of functions at Club Ashfield will be charged for a minimum duration of 5 hours. If the function extends beyond the 5 hours, the customer will be charged 20% of the room fee per hour over 5 hours.

Final Checklist

A final confirmation of total guest numbers, catering, room layout and set-up, equipment etc. is to be advised to the Club fourteen (14) days prior to the function. Any decline of guest numbers after this time will be charged as per the confirmed numbers. Our Functions team will be more than happy to assist with any enquiries.

Payment

Full payment of all other function charges will be required seven (7) days prior to the event. This amount is based on the numbers that had been confirmed fourteen (14) days prior. This excludes the bar and additional food ordered on the day which must be finalised on the day of the event.

The Club always endeavours to maintain prices as printed. However, these prices may be subject to change at the discretion of the Club.

All American Express Cards will incur a 1.5% Surcharge on transactions

Security

Club Ashfields' policy stipulates that for the safety of our members and guests, security will be required for certain events. Club Ashfield will notify the customer if security is required at time of booking.

If security is required for an event, a minimum of 5 hours will be charged to the customer. The invoice will be need to be finalised seven (7) days prior to the event. The fee is \$40 per hour.

Cancellations

If the customer makes a cancellation not less than (90) days prior to the function, the room hire fee paid less administration fee of \$50.00 will be refunded.

If the customer makes a cancellation of the function room less than (90) days prior, the full room hire fee will be forfeited by the customer.

If the customer makes a cancellation of the function room less than seven (7) days prior, the full amount of any catering charges will also be charged along with the room hire. If the customer wants to postpone the function due to unforeseen circumstances, the same conditions apply with cancelling a function.

Cancellation by Club Ashfield

If for any reason a function is perceived to be in breach of Club rules or seen to affect Club Ashfield's security or reputation, it reserves the right to cancel the function, without notice. The Club will refund the money paid.

Advertising

Function organisers must also undertake not to post notices on telegraphs, lighting poles or any other advertising medium that may damage public property.

Insurance

Club Ashfield always endeavours to take care of materials and equipment delivered to the Club prior to any event, however the Club will not accept responsibility for any loss or damage of guest property, prior, during and post events.

Function organisers are financially responsible for damage to the premises, equipment or any losses sustained to the Club, and Club property.

Work Cover

Work Cover requires that all appliances brought into the building by persons hiring any of our function rooms is required to have all appliances tested and tagged prior to using them onsite at Club Ashfield.

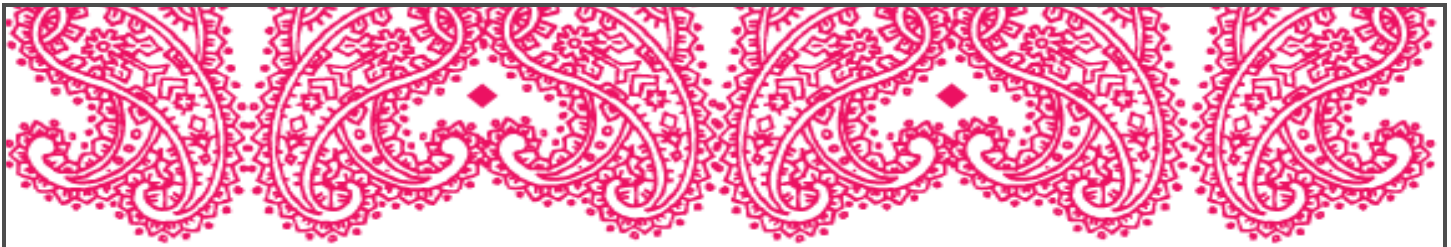
Noise Levels

As the Club is situated in a residential area, we are required by Ashfield Council to conform to strict noise levels. Consideration of noise levels is also to be adhered to whilst exiting the Club.

Food and Beverages

Liquor Licensing Laws and the registered Clubs Act prohibit any individuals bringing Food and Beverages into our premises.

Club Ashfields' policy stipulates that no Food or Beverage is to be brought into the Club, before, during or post function.



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School Functions

When a School books a function at the Club, they are required to be officially authorised by the school and school representatives will be required to attend the event.

Attire

All guests must conform to Club Ashfields' dress regulations. These regulations stipulate, neat, tidy clothing, no thongs or hats upon entry. The Club reserves the right to refuse entry.

Responsible Service of Alcohol

Intoxication, underage drinking, violent or difficult behaviour will not be accepted at Club Ashfield.

Management reserves the right to evict any persons showing the above behaviour at their discretion.

No persons under the age of the 18 years will be served alcohol.

Guests under the age of 18 years are not allowed into the Club Lounge on Ground Level.

All function bookings require a membership with Club Ashfield

The Registered Clubs' Act requires that any person holding the function within a registered Club, is required to become a member prior to the function.

If you are not a member of the Club, you are required to become a member prior to your function.

All guests attending your function who are not already a member of Club Ashfield, must be signed into the Club by yourself or your function's Club Ashfield member representative. You are responsible for your guests throughout the duration of your function and all your guests must comply with the Registered Club Laws governing the Clubs licensing conditions.

No persons under the age of 18 years of age is permitted entry into licensed areas.