

FUNCTION AND EVENTS TERMS AND CONDITIONS

DARWIN TRAILER BOAT CLUB

MAKING A BOOKING

All inquiries are not considered a booking unless a booking form has been completed and/or confirmed in the booking diary. For functions/events of 20 people or greater a deposit may be required. DTBC reserve the right to fill any dates/times with alternative bookings should a deposit not have been paid or for bookings not requiring a deposit if the function has not been confirmed.

VENUE HIRE FEES

General smaller private bookings may not be charged a venue hire fee and is at DTBC's discretion. Below is a guide to venue hire fees but may be different depending upon your requirements.

Venue hire fees for Weddings and Corporates:

- Green Sails Function Area
 - Half Area \$600
 - Full Area \$1000
- Council Room
 - Council Room hire fee \$100

DEPOSITS

Weddings and Corporate functions \$1000.00 deposit to secure a date and/or position. Smaller function's may be required to pay a deposit dependent upon function size. Deposits are non-refundable.

FULL PAYMENT

Full payment is to be received no later than 5 days prior to the event. If payment has not been made within 5 days prior DTBC reserves the right to cancel the event. Any additional costs such as increase in numbers, extra food ordered or breakages are payable by cash or credit card prior to completion of the event. We may request credit card details for certain functions to hold in the event of extra numbers or damages. Any credit card details will be destroyed upon successful payment.

ACCESS TO DTBC

Access to yourself and any third-party suppliers is to be arranged with management prior to your event. DTBC endeavor to provide you with access to set up any decorations for your event. Please ensure you discuss this at the time of initial booking.

SET UP/PACK UP OF EVENT

Please ensure that prior arrangement are made for deliveries. Set up of events is solely your responsibility. DTBC staff takes no responsibility for setup, layout of area or decorations and table decorations. You are also required to pack up your event at the conclusion including the removal of any decorations. Some storage for the following morning may be able to be organized prior with management however the DTBC takes no responsibility for items left on premises overnight. Please ensure all details, times and dates for setup and pack up are arranged with management prior to your event.

CAKE

You may provide your own Birthday or Wedding cake subject to approval. Day and time of cake delivery also needs to be arranged prior. DTBC is happy to provide you with small plates and napkins. Please see the duty manager upon your arrival to store your cake and please ensure that it is well boxed and clearly marked with your name. DTBC will take all reasonable

care however take no responsibility for damages while in storage or transit. If no food or beverage packages are ordered please note that a small fee may apply if you wish to bring a cake. DTBC reserves the right to waive this fee.

BAR TABS

A Credit Card must be left with the Duty Manager for all Bar Tabs. All Tabs must be completed at the end of the function. DTBC will provide you with a receipt of the charges.

CATERING

All catering is to be supplied by DTBC held on our premises. No food or drinks are to be brought into the venue unless prior arrangement with management. We endeavor to ensure that all selected menu items are provided on the evening, however in the event that an item is unavailable due to wholesalers, seasonal availability or for a reason that is not within DTBC's control, all efforts will be made to create a substitute for the event and we will liaise with you immediately.

MENU

Ideally all food selections are to be finalized no later than 5 days prior to the event.

- 2 working days for platter orders
- 5 working days for Buffets and larger functions

Please note that any special dietary requirements are to be discussed at the time of your menu selection. All endeavors are made to accommodate dietary requirements or allergies however due to the nature of the restaurant meal preparation & possible cross-contamination, DTBC is unable to guarantee the absence of certain ingredients in its menu items.

MUSIC

If you require music for your event please ensure you discuss this at the time of booking. DTBC allow only 1 function per night to have music. All music must be at a quiet level prior to 8pm and a reasonable level thereafter. All music must cease 15 minutes prior to function conclusion or venue close time.

CLEANING

All general cleaning is included in the cost of your event however any cleaning outside of general may include a \$500 cleaning charge. Any damages caused by patrons at your event will be charged to yourself.

SECURITY

If Security is required then this may be arranged at your own cost. Any Security for your event must be with a licensed Security company who are to make contact with DTBC management prior to your event. DTBC staff reserve the right to instruct your security personal to eject any person within your function from the Club who may be behaving in an unacceptable manner or who may be harmful to patrons or staff.

DUTY OF CARE

Whilst all care is taken before, during and after an event, DTBC will not be held responsible for any damage or loss of property left on premises. The client accepts full responsibility for any damage to the venue, its equipment or fittings caused by the client, client's guests or external contractors engaged by the client prior to, during or after an event.

I Acknowledge that I have read, understood and agree to the terms above.

Name: _____ Signature: _____ Date: _____