



MURRUMBIDGEE TURF CLUB

FUNCTION CENTRE AGREEMENT

I, the undersigned, hereby agree to abide by the following rules set by the Murrumbidgee Turf Club Ltd for hire of the following venue:

Date of function:		Date of Booking:	
Contact Name:			
Address:			
Suburb:			
State:		Postcode:	
Phone Number:		Mobile Number:	
Email:			

Venue/s:			
Function Times:			
Start:		Finish: (no later than midnight)	
Guest Numbers:			
Adults:		Children: (Under 12)	
Set-up/ decorating access times (no access before 10.00am)			
Next day car pick up times: Monday to Friday (Business Days) 6.00am – 4.30pm Saturday: 6.00am-9.30am Sunday: No access – car park open 9.00am – 12noon (\$50 <u>cash</u> call out fee applies)			

Type of function (please tick box)

<input type="checkbox"/> Wedding Reception	<input type="checkbox"/> Conference	<input type="checkbox"/> Trade Fair
<input type="checkbox"/> Wedding Ceremony	<input type="checkbox"/> Ball/Dinner Dance	<input type="checkbox"/> Other
<input type="checkbox"/> Engagement Party	<input type="checkbox"/> Birthday Party	
<input type="checkbox"/> Wedding Anniversary	<input type="checkbox"/> Wake	

Special Requirements: (Please tick box & number when required)

	Yes/ No	Number Required
Round Tables	<input type="checkbox"/> Yes <input type="checkbox"/> NO	
Cake Table	<input type="checkbox"/> Yes <input type="checkbox"/> NO	
Gift Table	<input type="checkbox"/> Yes <input type="checkbox"/> NO	
High Chairs	<input type="checkbox"/> Yes <input type="checkbox"/> NO	
Microphone	<input type="checkbox"/> Yes <input type="checkbox"/> NO	
Lectern	<input type="checkbox"/> Yes <input type="checkbox"/> NO	
Additional Staff	<input type="checkbox"/> Yes <input type="checkbox"/> NO	
Set up Style	Theatre/classroom/boardroom	

Other Requirements:

Bar Staff Instructions		
Opening Time:		Dry Till: <input type="checkbox"/> Yes <input type="checkbox"/> NO
Dry Till Limit:	\$	
Contact Person:		

Inclusions - if Dry Till

	TAP	BOTTLE/CANS
Heavy beer	<input type="checkbox"/>	<input type="checkbox"/>
Light beer	<input type="checkbox"/>	<input type="checkbox"/>
Mid beer	<input type="checkbox"/>	<input type="checkbox"/>
	BOTTLES ON TABLE	BRAND/TYPE
White wine	<input type="checkbox"/> Yes <input type="checkbox"/> NO	
Red wine	<input type="checkbox"/> Yes <input type="checkbox"/> NO	
Champagne	<input type="checkbox"/> Yes <input type="checkbox"/> NO	
	OTHER	
Spirits	<input type="checkbox"/>	
Soft drink	<input type="checkbox"/>	

Bar Tab

Staff will advise you when your bar tab has almost reached its limit. The amount will be charged to your account the next business day if payment is not made on the day of the function .

Name on Card:	
Credit Card Number:	
Expiry Date	
Signature	

Function Centre Agreement

- a. I agree to pay the \$_____ venue hire charge and understand that payment of this amount secures my booking. Until payment is made this booking is not guaranteed. If I cancel my booking within three (3) months of the function date I understand that there will be no refund of this deposit. For bookings cancelled more than three (3) months from the function date a 50% deposit refund will be made.
- b. I understand that payment for all alcohol and beverage sales and any additional costs is required at the completion (or prior to) the function. I understand the MTC will not invoice for the above. All alcohol must be purchased through the MTC.
- c. All hiring equipment is to be hired through Jaegers Event Hire.
- d. I agree that if there is less than 60 persons – extra \$25 per hour per bar attendant will be payable. (minimum 4 hours)
- e. I agree to pay for any damages incurred as a result of the function.
- f. I agree that all patrons will vacate the premises upon closing of the bar (finishing time) and/or as instructed by MTC staff.
- g. I agree that all vehicles on the premises are parked at their owners' risk.
- h. I understand that no responsibility will be accepted for any goods left on the premises.
- i. I will advise the MTC of final number of guests and alcohol requirements two (2) weeks prior to the function.
- j. I understand that access to the venue for decorating is at times agreed by MTC as stated on page one (1) of this agreement.
- k. I understand that the gates to the car park will be open for removal of cars between the hours of 6.00am and 4.30pm Monday to Friday (business days), Saturday 6.00am to 9.30am and Sunday 8.30am – 12 noon as stated on page one (1) of this agreement.
- l. I understand there will be no access to the venue on Sundays. A \$50 cash call out fee is payable if staff are required to open the venue. Anything left behind can be collected on the following business day between 9am – 4.30pm.
- m. Should the client or management feel that additional security is required for the event; the additional cost involved are those of the client

All Murrumbidgee Turf Club Personnel Abide by Responsible Service of Alcohol Regulations.

Signature: _____

Print Name: _____

Date: _____