



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:

Name/ Contact Person: _____

Company: _____

Address: _____

Phone: _____ Mobile: _____

Date of Function: _____

Venue/s: _____

Function Times: Start: _____ Finish: _____

Number of Guests: Adults: _____ Children (Under 12): _____

Set-up/Decorating Access Times (no access before 10.30am): _____

Next Day Car Pick-up Times: Monday to Friday (Business Days) 6.00am – 4.30pm

Saturday: 6am – 9.30am Sunday No Access – Carpark Open 9am -12 noon
(\$50 **cash** call out fee applies)

Additional Costs/Inclusions: _____

Please turn over

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.

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

Signature:

Print Name:

Date:
