

Terms & Conditions

Confirmation of Booking

All reservations must be confirmed in writing and be accompanied by a security deposit to the value of the venue hire and a signed copy of the terms and conditions.

If security deposits are not received Management reserves the right to reallocate the venue to another client without notification.

An additional fifty percent (50%) is required *no less* than one hundred and twenty (120) days prior to the event.

The balance of the total estimated amount for the event is required sixty (60) days before the event unless credit arrangements have been made with the Club.

All reservations made twenty one days or less prior to the event date must be paid for in full, immediately, unless prior arrangements have been made with the Club.

Payment must be made via EFT or credit card (charges apply) by due date unless other arrangements have been made with the club.

If payment installments as noted above, are not met, the Client will indemnify the Club for any disbursements incurred pursuing the debt or incurred behalf of the Client. The Club reserves the right to cancel the event should payment installments not be met and retain any monies paid.

Guaranteed Numbers

All private function quotations are based on a minimum number of guests.

A guaranteed minimum number of guests is required *two (2) weeks prior* to the event. This is the final number for charging.

A final number of guests including dietary requirements is required *four (4) full working days* prior to the event. This will be considered the final numbers for catering. Additional numbers will only be accommodated where possible.

Minimum Spend

All events held on weekends will be subject to a minimum spend of \$10,000 unless other arrangements have been made with the Club.

Events held on week days (Monday to Friday) are subject to a minimum spend as determined by the Club.

Goods and Services Tax (GST)

All prices quoted are GST inclusive unless otherwise stated.



Cancellation

By Client

Cancellations of confirmed events must be received in writing and will be subject to the following:

Weekday events:

Ninety (90) days prior to event:

No cancellation fee will be incurred and security deposit will be fully refunded.

Thirty One to eighty-nine (31-89) days prior to event:

No refund of the security deposit will be made. Cancellation charge will be equal to the standard venue hire charge.

Fourteen to thirty (14-30) days prior to event:

A cancellation fee of fifty percent (50%) of the total projected revenue will apply.

Seven to thirteen (7-13) days prior to event:

A cancellation fee of seventy five percent (75%) of the total projected revenue will apply.

Six (6) days or less prior to event:

A cancellation fee of one hundred percent (100%) of the total projected revenue will apply.

Weekend events (Saturday & Sunday):

Security Deposits are not refundable

One Hundred & Twenty (120) days prior to event:

Security deposit is forfeited.

Thirty One to One Hundred & Nineteen (31-119) days prior to event:

No refund of the security deposit will be made. A cancellation fee of forty percent (40%) of the total projected revenue will apply.

Seven to thirty (7-30) days prior to event:

A cancellation fee of eighty percent (80%) of the total projected revenue will apply.

Six (6) days or less prior to event:

A cancellation fee of one hundred percent (100%) of the total projected revenue will apply.

Ancillary Services and Miscellaneous Charges:

The client will be responsible for the sum total of charges for any outside services booked or costs incurred by the Club, on the client's behalf.

Cancellation

By National Press Club

The Club may cancel a Confirmed booking at any time due to circumstances beyond its control (force majeure), or any other event, which in the reasonable opinion of the Club, causes the Club to be unsafe or inappropriate to hold the event.

The Club shall not be held liable for any loss or damage to the Client or any third party in consequence of the cancellation.

In the event of a cancellation under this clause the Club will refund the Deposit and any additional payments made by the Client, if in the Club's reasonable opinion, the Client is not in any way responsible for the cancellation.

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Dietary Requirements

Notification of your guests' Medical and Religious dietary requirements are required (4) *full working days* prior to the event.

Please provide the names of guests with dietary needs. Please ensure that your guests inform the wait staff of their requirements to ensure they get the correct meal.

Meals prepared in accordance with your dietary requests and not used will be charged as additional meals.

Change of Date

Change of date requests will only be considered by the Club thirty one (31) days or more prior to the earliest of newly requested date and existing booked date, and where the facilities are still available. The Club reserves the right to charge an administration fee for any agreed change of date. New dates are subject to any additional terms or charges for the new date (for example minimum weekend spend). It is the client's responsibility to notify guests, entertainers, contractors and subcontractors of the change.

The Club reserves the right to change the date or venue of a function or event if the venue is required for the staging of a National Press Club Address or other national interest event. The Club will work with the client to move to another venue at no additional expense to the client.

Compliance

Clients will be responsible for ensuring the orderly behavior of their guests. The Club Management reserves the right to intervene when necessary.

CCTV Surveillance operates throughout the Club and will be made available to an authorized lawful authority upon request. (e.g.: Police or regulators)

For events larger than 150pax, security may be required. Additional Fees apply.

Beverage License

Under Liquor Licensing Laws the Club has an obligation to ensure that patrons do not become intoxicated, disturb the neighborhood, or in certain locations within the Club be under the age of 18. Responsible Service of Alcohol (RSA) will be enforced by our staff and guests will be refused service, if in the opinion of the Club they are intoxicated, violent or disorderly or behaving in an inappropriate manner. We require your assistance to ensure our obligations are not breached. No alcohol will be served or sold after midnight. Glassware is not allowed to be taken outside.

Food and Beverage

No food or beverage may be brought into the premises for consumption during the event, unless approved by the Club in writing. Food served at a function is for consumption on Club premises during the function. In accordance with the Club's food safety policy, no food is to be removed from Club premises.

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Indemnity

The client is liable for and indemnifies the Club from and against all actions, claims, demands, losses, damages and expenses for which the Club shall or may be or become liable or suffer in respect of:

- a) Damage to the Club premises, furniture, fixing or other property arising out of or in the course of the function where through their actions, the actions of their guests, contractors or subcontractors or event except to the extent it arises from the negligence or default of the Club.
- b) Injury to or death of any persons arising out of or in the course of the function or event except to the extent it arises from the negligence or default of the Club.
- c) Dietary requirements except to the extent it arises from the negligence or default of the Club
- d) Any breach of this agreement by the client.

Insurance

The Club takes no responsibility for damage or loss of goods to any equipment or merchandise left in the Club, prior, during, or following the event. Organisers should arrange their own insurance as appropriate.

Displays and Signage

No items are to be nailed, attached, pinned, screwed or glued to the walls, floors, ceiling or fittings of any area of the venue unless otherwise approved by Management.

All equipment, displays and signs must be removed within forty eight (48) hours of an event. No responsibility will be taken by the Club for any loss.

Room Allocation

The Club reserves the right to assign an alternative room or venue for the function. If final numbers decrease or increase significantly from those advised at the time of reservation, the Club may substitute a more appropriate room of our choice. Any changes will be discussed with the client when the decision is made.

Time Extension for Events

Prior arrangements must made and agreed with the Club.

Entertainment / Noise

The club can arrange entertainment for your function.

You are also welcome to organise your own entertainment, however any entertainers must have approval from Club Management ensuring suitability for our venue and our conditions must be adhered to.

- The client liaises with the club on their desired entertainment and ensures that their requirements adhere to club policy.
- The client engages the performer directly and goes into agreement with the performer.
- The performer must appear, perform and otherwise comply with reasonable requests of the client with respect to the appearances specified and must adhere to club policies.
- Performers are not permitted to exceed any noise levels, which, in the opinion of the club, may disturb other guests of the club, disrupt the normal operations of the club or disturb the quiet and good order of the neighbourhood.
- Occupation health and safety requirements stipulate that appropriate footwear is worn during the act & whilst bumping in & out (no thongs).
- Performer's attire must be suitable for the venue.
- Performers must adhere to timing and once set up and ready to perform must take direction from club supervisors in the case of sound levels, going over-time, when to take breaks etc.
- Performers will invoice the client directly. No responsibility is taken by the club for any invoicing between the performer and client.
- Performers must have relevant insurance.

Changes

These terms and conditions are subject to change by notice.

Date of Function: _____ Estimated Attendees: _____

Name of Function: _____

Function Details: _____

AV Requirements: _____

Set Up Details: _____

I, the undersigned, agree to that I have read and agree to all terms and conditions stated above:

Name: _____

Company (if applicable): _____

Position (If applicable): _____

Signed: _____

Dated: _____

