

# wedding Terms & Conditions



The University of Queensland Club

41, Staff House Road

St Lucia Qld 4072

January 2009 – June 2010

# TERMS & CONDITIONS

## BOOKINGS

A tentative booking will be held for your event for 14 days only. To confirm a booking, a \$1000.00 non refundable (see cancellation policy) deposit, together with a signed Event Contract Agreement including credit card details is required. Should the deposit and signed agreement not be received prior to the due date, the booking may be cancelled.

## PAYMENTS

A further 50% of the confirmed package is required 60 days prior to your event. Final payment of outstanding monies is required 5 working days to the event.

## CANCELLATION POLICY

In the unfortunate circumstance that you may have to cancel your event, notification to your event coordinator must first be in writing. The following associated costs are then applicable:

- Notification of more than 90 days – full refund of monies paid
- Notification of 30 – 90 days – 50% of all monies paid to be refunded (excluding deposit, this may be refunded should the room be re-booked with a deposit paid)
- Notification of less than 30 days – no refund of any monies is available (the deposit may be refunded should the room be re-booked with a deposit paid)
- Should you cancel within 1 week of the event, the following charges will apply:
  - 100% of all food charges
  - 100% of all room hire charges

## CONFIRMED NUMBERS

We require 5 working days notice of final numbers of guests attending your event. This will then be the minimum numbers catered and charged for.

## SURCHARGES

A 15% surcharge of the total package price applies for events held on Sundays and Public Holidays. A \$350.00 labour surcharge applies for all cash bar functions

(Valid January 2009 – June 2010)

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## DURATION OF EVENT

Should you wish to extend the time of your event, a \$250.00 per hour surcharge applies. Events must conclude by 11.30 pm. Should you wish to extend past this time, please speak with your event coordinator as additional charges will apply.

## FOOD & BEVERAGE SELECTION

To ensure our team of chefs provide you with the highest standards in food quality and presentation, we ask for both your food and beverage selections 4 weeks prior to your event. Only food and beverages purchased through the venue can be consumed within the venue at any time.

## RESPONSIBLE SERVICE OF ALCOHOL

The University of Queensland Club is aware of responsible service of alcohol to all patrons attending events within the club. While we are here to ensure you and your guests are enjoying the facilities and the event, when deemed necessary, club staff are bound by law to refuse alcohol service to patrons.

## PRICING

While we always strive to maintain the published prices, these may be subject to increase at the management's discretion due to increasing costs, which are out of our control.

## DAMAGE OR LOSS

While the management of the University of Queensland Club demonstrates great care in ensuring the well being and safety of clientele, contractors, guests and their property, the client agrees to indemnify the University of Queensland Club for any personal injury, damage, theft or property loss caused by the client or the clients guests, agents or contractors before, during or following an event. The client may take the option of pursuing insurance cover in order to safeguard their guests and self interests.

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## ROOM ALLOCATION

Should numbers decrease by more than 10% of original number booked, management of the University of Queensland Club reserve the right to allocate the event to a more suitable size room.

## RESTRICTIONS

The use of pins, glue, double sided tape, staple guns, nails & screws on any walls, floor and ceilings through-out the venue is not allowed. Should you wish to use confetti inside the venue, an additional cleaning charge will apply.

## DELIVERY & PICK UP OF ITEMS

Any items requiring delivery to the venue for your event should be addressed and marked appropriately with the following information:

ATT: (wedding co-ordinators name) FOR THE WEDDING OF (your names) The University of Queensland Club Building 41 Staff House Road St Lucia, QLD 4072
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All items are to be delivered within 24 hours of the event. Prior notification should be given to the club to expect a delivery. The club holds no responsibility for items that have not arrived at the venue. Items are then required to be picked up within 48 hours of the event.

## CLIENT RESPONSIBILITY

By completing and signing the Event order, the client acknowledges the University of Queensland Club's terms and conditions are understood and agreed to.