

# TERMS AND CONDITIONS

1. Confirmation of Hire
  - a. The Club reserves the right to cancel any unconfirmed bookings at any time.
  - b. Advice of guest numbers and function requirements must be finalised two (2) weeks prior to the function date. Unless agreed by Club Liverpool, in writing, an alternate timeframe.
  - c. All invoices must be paid in full seven (7) days prior to the function date.
  - d. When multiple on-going bookings are made, the sum of room hire by three (3) months, is required in advanced.
  - e. If a booking is made within seven (7) days of required date, payment is required by close of business (4pm) on the date of booking.
2. Cancellation of Bookings
  - a. If any cancellations are made within seven (7) days prior to the function date, full payment will be retained by the Club.
  - b. Any cancellations made outside of seven (7) days prior to the function date, a refund is applicable, less an Administration Fee (of 50% Room Hire).
3. Insurance & Preventing Damage
  - a. The Club cannot take responsibility for the damage or loss of items, before during or after a function. Insurance cover must be arranged by the organiser of the function / event.
  - b. Any necessary repairs to or replacement of items within the Club will be the responsibility of the organiser.
  - c. The following decoration items are prohibited by the Club, if any of these items are used, a cleaning fee may apply;
    - i. Confetti/Loose sequins, Wax Candles, Sparkler Candles, Incenses & Burners, Sticky Tape, Drawing Pins, Staples, Fastening material to walls, Smoke Machines
4. Function Menu
  - a. Any Function Booked & Held on a Sunday or a Public Holiday where catering or bar staff are required will attract a surcharge of \$5.00 per person on each Function.
  - b. All prices are current at the time of quotation. Prices are subject to change based on rising costs.
  - c. All prices include G.S.T.
  - d. It is not permitted for members or guests to bring external foods on to the club premises. Excluding Celebratory Cakes, upon consent by Club Liverpool.
5. Beverage Policy
  - a. It is not permitted for members or guests to bring liquor on to the club premises. Any liquor purchased within the club is not to be removed from the premises before, during or after the function.
  - b. Bar will close 30minutes prior to the function finish time.
  - c. At the agreed conclusion time of function full payment of your Nominated Dry Till will be required.
6. Workplace Health Safety
  - a. All function attendees must abide by Responsible Service of Alcohol (RSA) regulations in accordance with Club Liverpool regulations and the law. Any person deemed to be intoxicated or behaving in an offensive manner will be asked to leave the Club.
  - b. Club Liverpool reserve the right a alter room set ups to ensure fire, life & safety codes are met.
  - c. Please advise if Minors will be present at your function, strict regulations are in place for persons under the age of 18.
  - d. Standard room set up is included in your Room Hire Fee. Specialised arrangements that require addition staff may incur an additional charge.
  - e. Any persons entering these premises agrees to comply with the "Conditions of Entry", which have been implemented in accordance with the current NSW Public Health (COVID 19) Order relating to this premises for the purpose of keeping patrons and staff safe. Failure to comply with any or all of these conditions may constitute an offence under the Public Health Order and the licensee, their staff or agents reserve the right to remove from the premises any patron not adhering to these conditions under Section 77 of the Liquor Act 2007.
  - f. Due to COVID-19, extra fees may incur to ensure a safe environment & service

**Please sign here for confirmation of Booking and Terms & Conditions:**

Full Name:	Contact Phone:
Company:	Contact Email:
Address:	Membership No:
Function Date:	Approximate Number of Guests:
Function Type:	
Date:	Signature:

**VENUE USE ONLY: Accepted on behalf of Club Liverpool**

Name: \_\_\_\_\_

Room Hire Amount: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_