

The contract signatory is liable to pay all money due under this agreement..

1. Our Payment & security policy

Tentative bookings will be held for fourteen (14) days only. The Confirmation of bookings must be made in writing together with the signed Terms and Conditions form and accompanied by the security deposit within the fourteen days of the initial booking. The Club reserves the right to cancel any booking not confirmed after fourteen (14) days without any further correspondence. All payments should be made payable to Bankstown Sports Club and forwarded to P.O. Box 213, Bankstown NSW 1885. Bank Cheques, Credit Cards, Eftpos or cash will be accepted.

2. For Cancellations of bookings the following conditions will apply. All cancellations must be made in writing. If the event is cancelled more than 3 months before the event date the full deposit will be refunded less a \$100.00 booking fee. If the event is cancelled 1 to 3 months before the event date the initial security deposits will be applied as a cancellation fee unless the space is booked and resold. 1 month before the event date then a charge of 15 % of the total value will be charged . 1 week before the event date the organiser will be charged up to 50 % of the total value. Less than seven days the total value of the event will be charged.

3. Room hire periods are dependant on style of event. Clients are reminded that the room must be vacated within thirty (30) minutes of the finishing time. Any extension of time must be arranged prior to the event date, additional charges will apply for time extensions. All food & beverage services will cease upon completion of allocated time and all accounts must be paid in full.

4. Bankstown Sports Conference & Event Centre reserves the right to adjust pricing without notice.

5. Venue Allocation. Bankstown Sports Event Centre when necessary reserves the right to reallocate your event to another venue within the Centre should any of the following conditions arise. A reduction/ increase in the number of guests attending. A more suitable room becomes available. The space is required due to business demand. Technical requirements impact on location of event.

6. If you require a specific floor plan for your event, then a completed floor plan must be given to the Club at least five (5) days prior to the date of the event. For assistance with floor plans please contact our Events Department. All floor plans not drawn up by the Centre a subject to approval by the Centre before publication or issue.

7. Confirmation of full event details including Technical, Audio Visual, Staging, props, room set up & decorations are required 20 working days prior to the event.

8. Confirmation of menu, bar requirements & final numbers of guests are 10 working days prior to the event. This will then be regarded as the minimum number for catering and charging purposes. Your event charge will be adjusted should your numbers increase or any additional expenses incur after this time. Number of guests must not increase by more than 5% within 48 hours of the event. If no guarantee is received at the appropriate time, Bankstown Sports Event Centre will assume the Organiser 's expected count to be the guarantee, charges will be made accordingly and the patron agrees to pay said charges. The Event Centre retains the right to provide all catering. No food or beverage may be bought onto the premises. Should a client wish to distribute samples only of their manufactured product, prior approval must be sought in writing from Bankstown Sports Event Centre.

9. Payment in full is to be made ten (10) working days prior to the event date, unless previous arrangements have been made with Club management. No reduction of costs, or refunds will be given after this time should your number of guests decline. If a Dry Till beverage account has been arranged for your event, payment must be made in full at the completion of the event.
10. Written permission must first be obtained from the Bankstown Sports Club before using either the name or the trademark of the Club for any advertising purposes.
11. The organiser is financially responsible for any damage sustained to the club, or any club property during events. Management must be consulted before adhering anything to any walls, doors or ceilings within the club. General cleaning is included in the room hire fee. Additional cleaning charges may be incurred where an event has created cleaning requirements to be over and above normal general cleaning.
12. The Club takes all necessary care, but accepts no responsibility for the loss or damage to the property of the client or guests before, during or after an event. This includes gifts or decorations brought on to the premises.
13. It is the policy of this establishment that no food or beverages are to be removed from the premises before, during or after an event. The Bankstown Sports Function and Conference Centre negate any liability for any food or beverages removed from the premises.
14. It is expected that the organiser will conduct the event in an orderly manner and in compliance with the rules of the Club and the law. It is the responsibility of the hirer to ensure all the Bankstown Sports Club's legal requirements and legislation are adhered to and that no event held on the premises will in anyway incite hatred or violence based on gender, religion, race, ethnicity, culture, sexuality, sexual preference, physical ability etc. The Bankstown Sports Club has the right to refuse any booking and to cancel a booking already made if it deems the booking breaches any of these conditions.
15. **Occupational Health, Safety and welfare** The customer agrees to comply with the NSW government 's Occupational Health, Safety & welfare requirements. The Event Centre reserves the right to refuse entry to the agent or contractor if these conditions are not fully complied with.
16. The Club practises the Responsible Service of Alcohol policy. It is our aim to serve your guests with alcoholic beverages in a professional, friendly and responsible manner. It is the policy of this establishment not to allow intoxication, underage drinking & violent or quarrelsome behaviour. No beverages from other bars within the Club will be permitted in Private Function areas including pre function areas
17. No signage is to be displayed in public areas of the club without applying in writing to the Secretary Manager of the **Bankstown Sports Club**.
18. Non members attending a function and wish to enter the gaming area, coffee shop or any other part of the Club, MUST, enter their name and address in, and sign the Temporary Members Register or Guest of Member Register (if residing within 5 kilometres of the Club). The registers are located in the vicinity of the function rooms. A member of the Club MUST co- sign the entry in the Guest of Member Register. It is an offence under the Registered Clubs Act 1976 for a person to be in an area of the club (other than the 'approved function' area) if that person is not a member, Guest of a Member or a Temporary Member.
19. **For The Information of Members & Guests** – The Registered Clubs Act requires that any person holding an event within a registered club must be a member. If you are not a member of Bankstown District Sports Club, you are required to join prior to the date of your event. Please call us for any further details.

ALL GUESTS UNDER THE AGE OF 18 MUST BE ACCOMPANIED BY A PARENT OR GUARDIAN WHILST ON CLUB PREMISES. ALL FUNCTION ROOMS AND PRE FUNCTION AREAS ARE NON -SMOKING.