



# Terms & Conditions of Hire

## **Cancellation policy**

All cancellations must be provided in writing and will incur the following charges:

Up to 14 days prior to function date	– loss of room hire paid at time of confirmation
14 to 5 days prior to event	– 25% of food costs + loss of room hire
5 days to 48hrs prior to arrival	– 50% of food costs + loss of room hire
48hrs to scheduled function date	– 100% of food costs + loss of room hire

*Please note: functions which are rescheduled/ postponed (with more than 14 days notice) will be able to retain their deposit.*

## **Compliance**

Hirers must be financial members of the Club and are directly responsible for ensuring the orderly behaviour of their guests. Management reserves the right to intervene when necessary. Guests at the invitation of the hirer must either be a current financial member of Yowani Country Club Ltd or be signed in and remain in the presence of that member.

## **Confirmation**

Bookings will only be accepted and deemed confirmed once page three (3) of this document is completed and returned to the Functions Manager along with the room hire payment. We ask that Corporate/ Government hirers accompany this with a letter of request (on company letterhead) including the organiser's name, contact number, email address and billing details.

## **Damage**

The hirer is financially liable for any damage sustained to club property or fittings, whether through their actions, actions of their guests, or actions of their contractors or sub contractors.

## **Decorations**

The Club will provide serviettes coloured to your requirements when requested in advance. It is the hirer's responsibility to decorate the room if required and remove all decorations at the conclusion of the event. Please pre-arrange a time with the Function Manager to come in and decorate (subject to room availability). We do not allow the use of confetti, rice or glitter products. Excess cleaning charges will apply. For all your party decoration needs, we recommend The Party People in Fyshwick 6211 3050. Mention Yowani to receive 5% off!

## **Dietary requirements**

Any guests with special dietary requirements must be advised when notifying us of minimum numbers, five (5) working days before event. Notification of special requirements on the day of the function will be catered for as best as possible.

## **Entertainment**

For all your event entertainment requirements, we recommend making a booking through ACT Entertainment on 02 6259 1716.

## **Equipment**

Use of the microphone, lectern, overhead projector and 1.2m screen are included in the cost of room hire. Pens, paper and mints are also included for conferences and seminars. Should a data projector, larger screen or any other item of equipment be required, we can hire one in for you on a cost recovery basis.

### **Excess cleaning**

If excess cleaning is required (ie. removal of food/ drinks spills and stains) we reserve the right to add the appropriate charge to your final invoice.

### **Food & Beverage**

No food or beverage of any kind is permitted to be brought into the club by the hirer or any of their guests, except by any special arrangement agreed in writing, by Management. Should you wish to bring your own cake, a cakeage fee of \$2.00 per guest applies for us to cut and serve your cake. This service will be provided free of charge if you are having a three course meal and are having cake before 10.00pm.

### **Minimum numbers**

The agreed minimum number of guests must be provided to the Function Manager five (5) working days prior to the scheduled function. This is the minimum number you will be charged for. Should your guest numbers increase after this, we shall do our best to provide the same or similar meal for the same cost of the selected menu.

### **Payment**

We prefer payment is made by Visa, MasterCard, cash, cheque or direct deposit. Credit card payments (AMEX and Diners) will incur an additional interest fee of 3% of the total amount.

- Private functions – 50% of food costs to be paid five (5) days prior to function when confirming minimum numbers. Balance of food costs plus any drinks, are to be paid at the conclusion of your event
- Corporate/ Government – full payment within fourteen (14) days from date of invoice

### **Price Variations**

Every effort is made to maintain prices as per the original quote, functions booked more than 6 months in advance may be subject to price variations. Management will notify the client/ hirer of any such charge.

*Please note: menus may be adjusted according to seasonal availability.*

### **Room hire**

Function room is available for hire during the hours of **8.30am to 4.30pm** and from **6.00pm to 11.30pm**. Earlier starts and later finishes are subject to availability and may incur extra charges. **Portable Dance Floor Hire:** \$300

Golf/ Bowls member: \$125.00      All other: \$250.00 (*includes social membership*)

### **Surcharges**

Functions held on a Sunday or public holiday will incur a 20% surcharge on room hire and on food costs. All functions are to vacate the room by midnight to avoid excess charges.

### **Tentative bookings:**

Bookings held for one week. After this, Yowani reserves the right to remove the booking without notice.

**IT IS THE POLICY OF YOWANI COUNTRY CLUB THAT 18<sup>TH</sup> & 21<sup>ST</sup> BIRTHDAY PARTIES AND BUCKS AND HENS PARTIES NOT BE HELD AT THE CLUB. IF AFTER TAKING A BOOKING THE CLUB FINDS OUT THAT THE EVENT IS ONE OF THESE, THE BOOKING WILL BE CANCELLED AND ANY DEPOSITS FORFEITED.**

**Please complete the following to confirm your booking:**



I have read and agree to comply with the terms and conditions as stated in pages one and two of this document.

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

Contact number: \_\_\_\_\_

Date of function: \_\_\_\_\_

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

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

**PAYMENT DETAILS**

Cash       Cheque       Eftpos       Direct Deposit       Money order

*(Direct deposit to NAB, use function name as the reference. BSB: 082-968 A/C: 55109 7830)*

Amount: \_\_\_\_\_

Credit card number: \_\_\_\_\_

Expiry date: \_\_\_\_\_

Name on card: \_\_\_\_\_

**This completed form is to be returned to Yowani, attention: Functions Manager**

**PO Box 161 Dickson ACT 2602**

**fax: 02 6241 8561**

**email: [club@yowani.com.au](mailto:club@yowani.com.au)**

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**OFFICE TO COMPLETE**

Amount paid: \_\_\_\_\_ C/R #: \_\_\_\_\_

Member #: \_\_\_\_\_ Date: \_\_\_\_\_

Staff initial: \_\_\_\_\_