

Princess Royal Sailing Club Terms & Conditions

We take great pride in our professionalism and service. It's important to us that your event is successful. To ensure runs as smoothly, we would appreciate your attention to the following policies:

Venue Hire: The hirer of the venue must be a member of Princess Royal Sailing Club according to Clubs WA Licensing and our club by-laws.

Provisional Bookings: Provisional bookings will be held for a period of Two WEEKS and will be automatically cancelled unless other arrangements have been made.

Confirmation Policy: A booking will only be confirmed once a signed copy of the booking form has been returned and a booking deposit has been received. *Prices are subject to change without notice.

Cancellation Policy: All cancellations must be made in writing. If an event is cancelled 3 months or less prior to the event the no refund. Cancellations 6 months prior to the event will receive a 50% refund.

The Club reserves the right to cancel a function if it has reason to believe the function will upset the smooth running of the club, its security or reputation.

BALANCE of PAYMENT: Due no later than 2 weeks prior to the event. If payment is not received the event will be cancelled.

Minimum Numbers: Minimum number may be applied to events. If minimum numbers are not meet additional fees may apply.

FINAL NUMBERS: Final numbers of guests and a guest list is required no later than 2 week prior to the event.

PUBLIC HOLIDAYS: Functions held on public holidays will incur a bar surcharge.

INSURANCE: This club is always extremely careful when looking after people and items placed in the clubs care, however no responsibility will be taken for the damage or loss of property left in the club, prior to, during or after a function. We recommend organisers take out additional insurance if required.

DAMAGE: Any damage caused by guests or invitees to the club or property of the club during the function will be the financial responsibility of the organiser.

Liquor Licence: Princess Royal Sailing Club Inc is a fully licenced venue. All liquor must be purchased from our bar and consumed in the designated areas. At no time can guests BYO.

Latest function end time is 2330. Service of alcohol will cease 15 minutes prior to the end of the function. All Responsible Service of Alcohol conditions will be adhered to at all times. It is at the Manager's discretion whether to cease service due to a breach of these conditions on a case by case basis.

ENTERTAINMENT: As PRSC is located in a residential area, we are bound by Liquor Licensing Laws that require all entertainment (e.g. Band, Disk Jockey, IPod) cease at 11.30 p.m.

Venue Access: Function clients may gain access to the venue no earlier than two (2) hours prior to function start time unless previously approved by the Functions Manager

Guest Parking: Guest may park their cars in the club carparks. Reserved parking bays may not be used.

Security Deposit: A refundable security deposit may be charged at the managers' discretion.

Use of the Kitchen: See separate terms and conditions.

Account Settlement: 14 days prior with confirmation of final numbers. METHODS OF PAYMENT: We accept cash, bank cheque, Visa, MasterCard and Bankcard. We do not accept Diners, Amex and personal cheques. A 1% surcharge applies to all credit card payments. BANK ACCOUNT DETAILS Commonwealth Bank: BSB: 066500: ACCOUNT: 00450099 Remittance advice to office@prsc.com.au. Please include name & function with remittance.

I

agree to accept the above terms and conditions.

Signed

Date

To confirm your booking please sign and returns Terms & Conditions document.