THE CONCORD

TERMS & CONDITIONS

The Concord Community Club

TERMS AND CONDITIONS

All room hire-only, half day and social package prices are for up to five (5) hours' use. Full-day packages are for up to ten (10) hours' use. Charges for extra time is at the discretion of the Event Manager or club management.

Tentative booking dates are held for three (3) working days only.

Confirmation is required within ten (10) days of a tentative booking being made; tentative bookings not confirmed within this time frame may be cancelled.

A deposit of no less than $500 (or payment in full, whichever is less) must be received to confirm a tentative booking. This deposit will be taken as part-payment for the function. Our auditorium requires a $500 deposit. If the client fails to return the signed terms & conditions agreement with the payment of the deposit, then the company shall be entitled to allocate the event date and premises to another client.

All prices are current at the time of quotation but may be subject to change based on rising costs. The quoted prices include GST and upon receipt of your confirmation and deposit, fixed prices will be confirmed in writing.

FINALISING EVENT DETAILS

The Concord requires all event details to be finalised ten (10) days prior to the event date. At this time our Events Team will discuss and confirm all Food & Beverage options, including: any specific dietary requirements, room setup, decorations, equipment hire, entertainment and any miscellaneous expenses or special instructions required.

FINAL NUMBERS AND PAYMENT

Confirmation of the final numbers of guests must be made no less than ten (10) days prior to the event date. Final numbers will be taken to be the minimum number of guests attending the event. Upon confirmation of final numbers, a final invoice will be issued to the Event Organiser. The final invoice payment is required ten (10) days prior to the event date. This payment can be made in Direct Deposit, Credit Card or EFTPOS. Any additional guests in attendance on the event date, post final payment, will require approval by the Event Organiser and will be charged accordingly. The resulting balance

owing must be settled on the day of the event. All payments are to be made by EFTPOS or credit card. Credit card payments will incur a surcharge as per the following: Visa, MasterCard, Bankcard – 1% Union Pay - 2.2% American Express – 3.3%. In default of such prompt payment, you undertake to pay late payment fees of 2.5% per month on any amount outstanding and to indemnify us and pay all costs and expenses on a solicitor and own client basis if legal action is necessary, and/or EC Credit Control Pty Ltd's fees, which we may incur in recovering from you any overdue amount. Non-refundable prepayment of the balance of the total estimated amount is payable10 days prior to the event date.

If the balance of the total estimated amount is not paid 10 days prior to the event date, the client will be deemed to have cancelled the event at that time. The payment by any person of any fees & charges for such facilities, and the issue to any such person of any receipt for such sum and/or confirmation of the event shall be deemed to be an acknowledgement and acceptance by such person of the conditions contained herein.

The Client agrees that beverages will be charged according to The Concord records of consumption, or at the agreed amount in the case of a beverage package option being confirmed by the client. Any variations in beverage consumption any increase in confirmed numbers, extension of the event time and any other agreed additional costs incurred are payable via credit card on the day of the event.

The client must provide The Concord final menu choices and numbers of guests attending the event in writing no later than ten (10) Days prior to the event date.

FOOD & BEVERAGE

We offer clients an exquisite range of menus to accompany any occasion. The Club does not permit clients to provide external food and beverage on the premises. Clients are also advised that due to food safety liability standards, surplus food and beverage not consumed during the event is unable to be removed from the premises. Prior arrangements for celebration cakes must be made with the Events Team. When providing your own cake, we offer two plating options as follows:

1. Do it yourself, we will provide utensils and plates for you to cut and serve the cake yourself (Guests must bring their own paper plates and fork/spoons if they seated in the bistro/alfresco and lounge areas)
2. Cake service, for our chef to cut and place on a shared platter a $2 per person charge will apply.
3. Cake service, for our chef to cut, individually plate and garnish a $5 per person charge will apply. Children aged between four (4) and eleven (11) years will be charged at half the adult rate. Children

under the age of four (4) years are free of charge (when choosing from a shared menu). Where events require the use of external contractors not employed by The Concord the client will provide the Events Team with a copy of the external contractors Public Liability Insurance when finalising the event details, twenty-eight (28) days prior to the Event Date. All external contractors must liaise with the Events Team regarding delivery, setup and breakdown of equipment.

SMALL GROUP AND TABLE BOOKINGS

Small group and table bookings will only be held for 15 minutes. In the event no one from your party has shown after this time we reserve the right to release the booking. We offer no minimum spends and no guarantees for small group and table bookings less than 20 people. Management reserves the right to apply minimum spends where exclusive use is required, regardless of confirmed numbers. Minimum spends may also apply during peak periods and public holidays. If a minimum spend is deemed applicable, management reserves the right to request a credit card authorisation form to be used if the minimum spend is not reached.
If function capacity is not reached, management reserves the right to open up parts of the designated area to other members of the public.

DELIVERY & COLLECTION OF GOODS

All deliveries and collections of goods to or from The Concord on the client's behalf can only be made by prior arrangement with the Events Team. All deliveries must be clearly marked with the name of the event. The Concord will take all reasonable care but accept no responsibility for items delivered or left for collection.

SECURITY PERSONNEL

Our Event Manager will provide advice to the extent considered necessary for the provision of security, crowd control or emergency requirements that need to be arranged for the event. Any costs associated with the requirement will be payable by the Client / Event Organiser. All security service arrangements are booked directly through The Concord and charged back to the client/ event organiser at cost. All 21st birthday parties are required to have security. The club reserves the right to request security, for any function and to be charged to the client. If you require longer than the normal five (5) hours for your half-day function, there will be additional charges. Please note that an additional charge of a minimum of 4 hours' security fee applies to functions of over 100 guests beginning before 10am. The Concord reserves the right to alter the originally booked venue under reasonable circumstances.

If a venue change is necessary, the function organiser will be notified. The Concord will take no responsibility or liability for damage or loss of merchandise, goods or property of the client or their guest left at The Concord prior, during or after functions/exhibitions. The client and client contractors/suppliers must remove from The Concord immediately after the conclusion on the event all gifts, equipment and other items they may have brought onto or had delivered to the Club. The Concord shall not be liable in any way to the client or client contractors/ suppliers for any loss or damage to such gifts,
equipment and items whilst they are on The Concord property. The Concord may dispose (as it deems fit) of any gifts, equipment or items that are left behind at The Concord without being liable for consequential damages of any nature for any reason whatsoever.

EVENT CANCELLATION

For cancellations or postponements of confirmed bookings the following conditions apply:
1. Written notice is required for all booking cancellations.
2. Any confirmed booking cancelled or postponed more than sixty one (61) days prior to the event date, the client will be refunded the full amount of the deposit payment.
3. Any confirmed booking cancelled or postponed thirty one (31) to sixty (60) days prior to the event date, the client will forfeit 50% of the estimated cost of the event (including the deposit payment amount).
4. If cancellation or postponement of the confirmed booking occurs less than thirty (30) days prior to the event date, the Cancellation Fee will consist of the total estimated cost of the event and the deposit payment amount.
5. If cancellation or postponement of the confirmed booking occurs less than seven (7) days prior to the event date the cancellation fee will consist of the total estimated cost including the food and beverage component.
Where circumstances beyond The Concord control prevent The Concord from fulfilling any obligations under this contract, The Club will be released from this contract without penalty.
Organisers are financially responsible for any damage sustained to their property or that of The Concord that is caused by the client or their guests prior, during or after functions/exhibitions.
The use of drawing pins, staple guns or any fastening material on walls is strictly prohibited.
Repair and replacement costs will be passed on to the client. Public Holidays – 15% overall surcharge.
I understand that a cleaning fee of $500 can be charged to the client after the events finalisation, as per the manager on the days' discretion. The Concord reserves the right to adjust any set-up to ensure fire, life and safety codes are met.
The Concord reserves the right to charge for security on events as it deems necessary the Club reserves the right to adjust any setup to ensure fire, life and safety codes are met. The Club reserves the right to charge for security on events as it deems necessary.

DRESS REGULATIONS & CONDUCT

The appearance of all members and guests must be neat and tidy at all times. The following dress is not permitted at any time; thongs, bare feet, singlets, swimwear, offensive t-shirts and caps. The Management's decision will be final.

COMPLIANCE

1. All persons under the age of eighteen (18) years are prohibited from entering gaming and areas adjacent to licensed bar areas and must always be accompanied by and in the immediate presence of a responsible adult.
2. Use of smoke machines is not allowed, if you are supplying our own DJ please advise them of this restriction. NB: The cost associated with a fire alarm being activated by client or their contractors will incur the full cost of the false fire alarm fee.

3. The Concords Club's CEO must approve all advertising bearing the name and/or logo of The Concord. Please forward any such material for approval before publishing or distribution.
4. The Concord values your privacy. If you would like to view our privacy policy please ask for a copy from the Events Manager or club management.
5. All function bookings are subject to the approval of the board of directors and club management. We reserve the right to cancel a booking if the club has reason to believe that a function will adversely affect the club's operation or reputation.
6. The Concord has implemented measures to protect user's data when utilising the club's equipment but accepts no responsibility for loss of or damage to data whilst using any hired equipment.
7. For all Concord Events Centre clients wishing to use their own electronic equipment during a function, please be advised that the club cannot be held responsible for any incompatibility issues with the club's Audio-visual system, particularly with regard to Apple Mac computers. Please ensure this aspect is discussed in detail with the club's coordinator.

SMOKING AT VENUES

All Event rooms are 'Smoke Free' in accordance with the Smoke Free Environment Act except for The Concord Room balcony. Clients, their guests and staff may use the designated smoking areas which are easily accessible from all Event areas.

INDEMNITY

The Client uses and occupies the Event Area, including but not limited to the area of the Event Venue in which the event is conducted, at their own risk. The Client hereby indemnifies The Concord Community Club and agrees to keep The Concord indemnified, against all actions, suits, proceedings, claims and demands, damages, costs and expenses whatsoever which may be taken or made against The Concord and/or incurred arising out of injury or damage to any per- son or property from or during the use of The Concord's facilities referred to in this agreement and the Event Confirmation.

EMERGENCIES & INDUSTRIAL ACTION

The Concord may cancel this agreement at any time if there exists an emergency or threat of danger to any person or of damage to property (or, as a result of, such damage or danger). Similarly, this agreement may be cancelled at any time by The Concord if the use of the Event Venue is prohibited or hindered by cessation or interruption of utility supplies (electricity or gas), failure of plant or equipment, unavailability of food items, any industrial action or other unforeseeable event or incident. Deposits paid by the client would be refunded or such proportion as is appropriate within seven (7) working days of the event date. such proportion as is appropriate within seven (7) working days of the event date.

GOVERNMENT BY-LAWS

The Client shall conform to the requirements of the Local Government Act and any other relevant act, bylaws, rules or regulations and shall be liable for any breach of any such act, by-laws, rules or regulations.

RESPONSIBLE SERVICE OF ALCOHOL

The Concord is committed to the Responsible Service of Alcohol. Club management will not permit or suffer any riotous, disorderly, offensive or improper conduct in any of the event areas inside or adjacent to the event area or within its confines. Any person believed to be approaching intoxication or involved in any riotous, disorderly, offensive or improper conduct will be escorted off the premises. The Concord has a Responsible Service of Alcohol Policy. It is

illegal to serve alcoholic beverage to any person in a state of intoxication and as such The Concord reserves the right to refuse service to any such persons and/or request their departure from the premises. It is illegal to serve alcoholic beverage to any person under eighteen years of age & The Concord reserves the right to request suitable identification to this end. If a guest or organiser is asked to leave no monetary compensation will be given and the client will be changed the full amount for the event.

ACKNOWLEDGEMENT

I acknowledge having read a copy of the terms and conditions, I will comply with all aspects of such conditions and acceptance of this application. Please sign, complete, and return this form via email to events@theconcord.com.au

FULL NAME

ADDRESS

D.O.B

PHONE

EMAIL

SIGNATURE

DATE

OFFICE USE ONLY
ID SIGHTED

FUNCTION DETAILS

NAME OF THE EVENT ORGANISER

DATE OF FUNCTION

FUNCTION ROOM

NO. OF ADULTS

NO. OF CHILDREN

START TIME

FOOD SERVICE

END TIME

MENU/SPECIAL DIETARY REQUIREMENTS

BEVERAGES

ADDITIONAL INFORMATION

FINANCIAL DETAILS

HALL HIRE

PRICE PER ADULT

PRICE PER CHILD

BEVERAGES

ADDITIONAL INFORMATION

DEPOSIT PAID

TOTAL

SIGNED

DATE

PRINT NAME

THE CONCORD

COMMUNITY CLUB

1 Nullawarra Avenue, Concord NSW 2137