



DARWIN RACING

DARWIN TURF CLUB TERMS AND CONDITIONS

1. CONFIRMATION

The prices quoted are valid for 14 days from the date the proposal is given. A tentative booking will be held during this period unless another party inquires for the same day, at which time you will be contacted and confirmation of your booking by payment of deposit will be required.

A **non refundable** deposit of 15% of anticipated gross revenue of your event or a minimum of \$1,000 is required to secure your booking and to guarantee the quoted price. We may revise prices based on current rates when confirmation is not received within the aforementioned period.

2. GUARANTEED NUMBERS

Five working days prior to the commencement of your function we require a final number of persons attending in writing. We will confirm the amount payable based on this figure. If the number of guests falls below this figure, or if there are "no shows" you agree that the account will be settled on the basis of the final number given. At time of advising final numbers, please advise of any room set-up changes. Darwin Turf Club will charge \$25.00 per hour per staff member for any additional set-up requirements / set-up changes that are not advised at least 72 hours prior to the commencement of the function.

3. FUNCTION TIMES

Function commencement and concluding times will be listed on the Booking Form. At the expiration of the listed time, guests/ delegates are respectfully requested to vacate the premises.

Please note that rates for extensions of time can be organised with the manager and will be confirmed prior to the event.

Access time to your room for setup purposes is 1 hour only, unless other arrangements have been confirmed by management.

4. NOISE LEVELS

Due to proximity of local residents amplified sound must be at a reasonable level. If you are planning on having a band/DJ/entertainment there is a noise curfew at the Darwin Turf Club. Please discuss your requirements with us.

5. SECURITY

It is a condition that any evening function with 100 guests must have two security personnel in attendance by law. Bookings over 100 guests, for every additional 100 guests another security personnel will be required. A charge of \$45 per hour per security will be issued for the duration of your function.

6. SUNDAY & PUBLIC HOLIDAY

Functions held on Sundays and public holidays will incur a 25% surcharge on the menu and beverage prices and venue hire fee.

7. PRICES

All prices are inclusive of GST.

8. PAYMENT

The Darwin Turf Club has a full pre-payment policy for all hiring fees and anticipated catering numbers.

All accounts are required to pay a non refundable 15% deposit of anticipated gross revenue at time of booking (or minimum of \$1,000) and the account is to be settled in full, 7 days prior to the event.

Any on-consumption beverages charges and any other charges that are made on the day will be invoiced on the conclusion of the event with accounts to be settled within 7 days.

All Amex and Diners credit card payments will incur a 3.75% fee.

8. CANCELLATION FEES & CHARGES

All cancellations will incur a minimum cancellation fee based on the non refundable deposit. Cancellations, made within 14 days prior to the function date will incur a fee not less than 50% of the total function cost and any cancellation made within 7 days prior to the function date will incur a full charge of the full cost of the function.

A postponement of an event is considered to be a cancellation, the relevant cancellation terms and charges are applicable.

Cancellation is not deemed to have been made until we receive advice in writing.

10. DAMAGE

Accidents occasionally occur. However, most can be prevented by proper communication between the organiser and manager. Use of fixtures, fittings, furnishings and equipment other than in ordinary course of your function is not permitted without prior consent being obtained from management. The organiser will be responsible for any damage incurred.

11. INSURANCE

Whilst we take extreme care when looking after guests and their belongings we do not accept responsibility for damage or loss of items before, during or after a function. Insurance can be arranged to cover cancellations and other risks that may eventuate on your special day. Please advise your guests that they are responsible for their own belongings.

12. PERSONS ATTENDING AN EVENT THE DARWIN TURF CLUB

The Darwin Turf Club must be advised in advance the name of your Master of Ceremonies. Management has the right to refuse any guest, supplier or master of ceremonies from working or attending an event / function within the venue.

13. LIQUOR AND FOOD

The Darwin Turf Club is a licensed venue and no liquor items and food items can be brought onto the premises unless written approval from the Commercial Operations Manager is sought. Liquor Licensing Laws and Regulations will be adhered to at all times.

All menus are subject to seasonal variations without notice.

14. DIETARY REQUIREMENTS

The Darwin Turf Club is able to cater to most dietary requirements including vegetarian, vegan and food allergies. Please inform us in writing of all dietary requirements 14 days prior to your event to ensure we can cater to your needs.

15. CONFIDENTIALITY

We agree not to disclose confidential information other than may be required by law.