

Terms and Conditions

Membership – In order to hold a function at Pelican RSL Club you must be a current member of Pelican RSL Club.

Booking Confirmation – Deposit Required - \$50.00 per section hired. Your chosen date may be held tentatively for seven (7) days. To confirm your booking please ensure a deposit is paid within the seven (7) day hold period, and a signed copy of these terms and conditions are returned to the function manager. If the deposit and a signed copy of these terms and conditions are not received by the end of the seven (7) day holding period, your booking may be forfeited.

Room Hire – Nil Charge.

Minimum Numbers – A minimum of twenty (20) guests required to hire/reserve any area of the club.

Function Details – All details relating to the function (e.g. Timings, Menu Selections, Room Set up Details, Equipment Required, Entertainment, Beverage Requirements and Number of Guests Attending etc.) must be confirmed with the function manager a minimum of seven (7) days prior to the function.

Payment of Account – Full payment of account is required 48 hours prior to your function. Additional liquor accounts are to be settled in full upon completion of your function. Payment can be made by Cash or Eftpos

Menu Selection – Final menu selections must be made seven (7) days prior to your function. Special menu items are available on request and we are only too happy to cater for guests with special dietary requirements e.g. Vegetarian, Celiac and allergies. Pelican RSL Club is fully licensed which prohibits the bringing of food and or beverages onto the premises with the exception of celebration cakes (*Please note it would be appreciated if you could supply your own disposable plates for cakes*). Health Regulations state that no leftover food is to be taken by a client or guest from club premises. If by chance food is taken from the premises no responsibility will be taken by Pelican RSL Club or Club Management.

Responsible Service of Alcohol – Due to licensing laws, no liquor can be brought on to the premises by any guest at any function. Pelican RSL Club enforces the Responsible Service of Alcohol Laws and the Responsible Conduct of Gambling Laws. By Law any person under the age of eighteen (18) years may not purchase or consume an alcoholic beverage, or participate in any gaming activity.

Management of Pelican RSL Club reserves the right to:

1. Refuse service and remove from the premises any person believed to be intoxicated.
2. Close the bar and terminate a function if guests behave in a way that would be unbecoming of a member or guest of Pelican RSL Club.

Smoking Policy – Smoking is not permitted inside the club. Smoking is available in the designated outside areas.

Additional Items - It is the responsibility of the client to place any additional items in the function room such as place cards, decorations, seating plans, flowers etc.

Function Conclusion Times – Functions on Friday and Saturday evenings in the alfresco area must cease or move inside by 10:00pm. Functions on all other nights must cease 30 minutes prior to the advertised closing time. All music is to cease by the conclusion of the function. Guests are free to utilise the Club facilities before and after the function.

Prices – Whilst every endeavour is made to maintain prices as printed, all prices are subject to change without notice.

Children – Guests under 18 years of age are welcome to attend your function. Please note that these guests must be supervised by a responsible adult at all times.

Permissions – I acknowledge that Pelican RSL Club may take photographs of the event and hereby give my express permission for the Club to use the media for promotional purposes.

18th & 21st Birthdays – 18th & 21st birthdays WILL require a \$500.00 deposit and number of guests attending WILL be capped at 40, you will also need a minimum of one (1) personal security guards (supplied by Pelican RSL Club - at your expense) for the event. Booking a 18th or 21st and not disclosing that it is either of these birthday milestones will result

in your function deposit being retained and immediate cancellation of your function and risk possible ejection from the premises.

ID Requirements - Any person wishing to enter Pelican RSL Club will be required to present current identification upon entry. Acceptable forms of ID include:

- Driver's License
- Proof of Age Card
- Passports (for international guests only)
- Key Pass ID

Temporary Membership – All Guests entering the Club must fall into one of the following categories:

1. Current Members (membership card must be shown)
2. Temporary Member (those who live outside a 5km radius of the Club & must show residential ID and sign in)
3. Signed in by a Member (a guest who resides within a 5km radius, who is not a member of the club, must be signed in by a member and remain with that member while on premises and leave when the member leaves)

Note: This is Government Legislation

Decorations – You are more than welcome to decorate your function space, however please note that nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface of the venue. All decorations must be removed at the completion of your event. All candle flames must be enclosed. The staff of Pelican RSL Club will take all possible care in looking after guests belongings, however we cannot accept any responsibility for any loss or damage incurred to any items in the venue prior to, during or after any function. Please check with the Function Manager as to when the room will be available for decorating. No decorations are to be left on premises after a function. Any decorations are the responsibility of the client or the outside contractor. Pelican RSL Club staff take no responsibility for the decorating of event space.

Cakes – You are welcome to bring your own cake for the function. Cakes can be delivered on the day of the function. Pelican RSL Club does not store cakes overnight. *Please note it would be appreciated if you could supply your own disposable plates for cakes.*

Courtesy Bus – Our courtesy bus is available to transport guests is available to transport guests home (within the 5km radius of the club) after the function concludes. Please note that the bus seats 11 people and should you have a large amount of guests requiring transport alternate arrangements should be made. A run sheet detailing where guests need to be dropped off should be submitted to the Function Manger fourteen (14) days prior to your function. Please note that children under four (4) years of age are not permitted on the courtesy bus as it is not fitted with appropriate child restraints. The courtesy bus is used by all members making the availability for pick-ups limited.

Entertainment – (Musician/DJ) – If you require a musician/DJ notice must be given to the Function Manager as soon as possible to ensure availability.

Supplying your own DJ/Entertainment – If you are providing your own DJ or Entertainment a copy of their Public Liability Insurance must be provided to the Function Manager a minimum of twenty-one (21) days prior to the function. If this is unable to be provided the DJ/Entertainer must sign a waiver form which will be due to be provided to the function manager twenty-one (21) days prior to you function.

Speakers/mp3 Players/iPods – The use of speakers and mp3 players is accepted, providing that any audio played does not contain anything that may be deemed offensive by other patrons of Pelican RSL Club and that the volume be kept at an acceptable level. All decisions regarding suitability of music and music noise levels will be at the discretion of Pelican RSL Club Supervisors and Management.

Beverage Packages - We do not offer beverage packages. We do however offer variety of payment options to best suit your requirements.

Damage – The Client will be financially liable for any damage sustained to or items stolen from Pelican RSL Club whether through their own actions or through the actions of their guests. Should any damages occur your \$100.00 deposit may be forfeited. Additional charges may be incurred for substantial damage.

Cancellation - Cancellation 60-22 days prior to your function – All monies paid will be refunded.

Cancellation 21-15 days prior to your function – Entire deposit will be retained.

Cancellation 14 days or less prior to your function – You will be liable for 50% of the total estimated account based on what has been confirmed.

Pelican RSL Club reserves the right to decline or cancel any function booking, I _____

have read and understood the above terms and conditions. I understand that this is a legally binding contract and I agree to be responsible for this booking and to abide by the aforementioned terms and conditions.

Signature _____

Membership Number _____

Date signed ____/____/____

Function Date ____/____/____