



Sports & Community Club
Functions Information

A.B.N. 91 000 396 663
212 Marine Parade, Maroubra NSW 2035
Telephone : (02) 9349 2299
Email: functions@maroubraseals.com.au

FUNCTIONS TERMS & CONDITIONS

Thank you for your enquiry regarding function bookings at Maroubra Seals Sports & Community Club.

As the Club is a licenced premise, the following rules apply.

GENERAL DETAILS

- **PUBLIC HOLIDAYS & SUNDAYS** - No functions are held on these days
- Only a Maroubra Seals Club Member can book a function and we welcome new members.
- Membership is \$11 p/calendar year for an ordinary member or \$5.50 for patrons over 60 years
- We are only taking bookings in the Breezes Bar on level 2 as Cocktail Functions only for a minimum of 50 Adults and maximum of 120 guests.
- Birthday Parties are only from 21 years and up and must be approved by the Board of Directors. Patrons under 18 may enter the club if accompanied by an adult at all times but must stay in the designated function area and are not permitted to consume alcohol.
- The client and their Guests shall at all times be correctly attired. Smart Casual is to be worn whilst on the premises. Please take note that singlets, thongs, hats or any type of headwear are not permitted inside the premises.

ROOM HIRE FEE @ 1 FEBRUARY, 2022 (INCLUDES ROOM HIRE, BAR STAFF & CLEANING)

Breezes Bar- Level 2: \$750.00 up to 5 hours (Minimum of 50 guests & maximum of 120)

All functions cease at midnight. Guests are requested to vacate these rooms by 12.30 am and leave quietly in consideration for the surrounding residents. Taxis can be booked at Reception on the ground floor. All prices quoted are current costs and may be changed at any time up to one month prior to the day of a confirmed function, dependant on supplier increases. Notice will be given in writing of changes.

CONFIRMATION OF BOOKING

A non-refundable deposit fee of \$750.00 is required to secure your booking within 14 days of making a tentative booking. Maroubra Seals Sports & Community Club reserves the right to reallocate the function room to another client if these requirements have not been met. To confirm your booking, fill in the booking form and email to functions@maroubraseals.com.au

A credit card number must be supplied to secure and confirm a booking. Balance of catering & beverages are to be paid in full 14 days prior to the function date after confirmation of final numbers. Any outstanding payments must be paid on the night of the function. Maroubra Seals Sports & Community Club reserves the right to relocate a function to another room should it be deemed necessary.

FOOD & BEVERAGE

All functions have a minimum spend of \$500.00 for catering and \$500.00 to be spent on the Bar.

Club policy does not allow patrons or guests to bring their own food or beverages of any kind onto the premises and is the responsibility of the organiser of the event to ensure this does occur. Celebration cakes are permissible (not homemade cakes). Food & Beverages cannot be removed from the Clubs premises and must be consumed in the function area. Special Dietary Requirements can be arranged on request with prior notification.

A linen service fee of \$10 per table if the customer requires linen to be supplied for the event. Decorations are not included.

SECURITY & INSURANCE

Maroubra Seals Sports & Community Club does not accept responsibility for the loss or damage to any property left on the premises prior to, during or after the function. All hire equipment, decorations must be removed from the Club on the night of the function.

A security fee of \$250.00 will also be required for all 21st birthdays & other functions up to 80 guests. Over 80 guests will require more than one security guard e.g. 2 guards = \$500.00 security fee.

CANCELLATIONS

Should the function be cancelled the following conditions apply:

- All Cancellations must be submitted in writing to functions@maroubraseals.com.au and will be effective from the date received by the Club.
- Less than 30 days prior – 50% of the function cost will apply (not including initial deposit fee).
- Less than 10 days prior – 100% of the function cost will apply.
- If the Club or the Organiser needs to cancel due to Covid related reasons, a full refund will apply.
- Maroubra Seals Sports & Community Club reserves the right to cancel a booking at any time without notice.

COVID-19

Currently all Members & guests attending functions are required to be fully vaccinated to enter the Club. Proof of vaccination will be required on check-in at Reception. All bookings must comply with the Club and Government COVID-19 policies and regulations and are subject to change at any time. The Club Member is responsible to ensure all guests are correctly signed in.

CONDUCT OF PATRONS

The client and all persons in attendance shall conduct the function in an orderly manner in full compliance with the applicable laws, regulations and Maroubra Seals Sports and Community Club rules. The Club has the right to remove a guest or terminate the event should any guest be involved in misconduct, including damage to the Club, assault, drug possession or use, threats towards guests, staff or Club members.

The Board of Directors, Management & Staff of this Club have adopted a policy promoting the Responsible Service of Alcohol. In accordance with the Law, any patron observed to be intoxicated will be refused service and may be asked to leave the premises. No shots or double nip drinks allowed throughout the Club.

MUSIC & ENTERTAINMENT

Guests are welcome to provide their own music through the Clubs sound system which can be accessed through an auxiliary cable through your device (laptop or mobile) at no extra cost. If hiring entertainment they will be responsible for providing their own sound system and equipment and required to remain within reasonable noise levels.

DAMAGE

The organiser of the function is financially responsible for any damage sustained to Maroubra Seals Sports & Community Club property during their function. Hanging of decorations is permitted with the use of Blu Tack only. Nails, thumb tacks, staples, tape to floors or ceilings is strictly prohibited. Rose petals, streamers or confetti are not permitted.

MAROUBRA SEALS SPORTS & COMMUNITY CLUB VENUE HIRE AGREEMENT CONFIRMATION FORM

Email to functions@maroubraseals.com.au

Please read the attached Terms and Conditions attached before completing this confirmation form and returning it to the Maroubra Seals Sports and Community Club via email.

Name of Function: _____ **Estimated Numbers:** _____

Name of Client/Organisation: _____

Day & Date(s) of proposed Function: _____

Mobile Number: _____ **Email Address:** _____

Times Required From & To: _____

Member Responsible for Function: _____ **Badge Number:** _____

Name of Person authorised to act on behalf of the organisation (if different): _____

Address: _____

Room: Breezes Bar – Level 2

Deposits are payable by Cash or Credit Card (Visa, MasterCard or Bankcard). No surcharge will be charged for credit cards

A non-refundable Deposit of \$750.00 for Room Hire is required to secure your booking by filling in the form below. Tentative bookings may be released without notice or liability after 14 days of original reservation if no deposit has been received? A receipt will be forwarded as confirmation via email.

In signing this form, I agree to the Terms & Conditions relating to my booking with the Maroubra Seals Sports & Community Club

Signed: _____ **Name:** _____ **Date:** _____

CREDIT CARD AUTHORITY

Please circle the applicable card: **Bankcard** **MasterCard** **Visa** **Cash**

Card Number: _____ **Expiry Date:** ____/____ **CVV#** _____

Card Holders Name: _____

Expiry Date: ____/____ **Card Holders Signature:** _____

Total Amount to be Charged: \$ _____ **Processed on:** _____