Hawkesbury Function Centre

TERMS & CONDITIONS FOR ANY FUNCTION

The Making of a booking for a function with Hawkesbury Function Centre ( “the Centre “) and compliance with the requirements set out below constitutes a contract between you and the Centre. The Centre will ensure that the facilities are available on the date/s in question ( “the Event” ) and will provide to the best of its ability the service and hospitality agreed between you and it. The following terms apply:

1. Your booking will be confirmed on receipt of a non-refundable deposit of Five Hundred Dollars ($500.00) such payment to be made within 10 working days of the booking being made. The booking will not be held in the event that payment is not made within that time.

2. The cost of the Event will be determined after you have notified the number of guest who will be invited to attend, which notification must be made no later than 14 days prior to the date. Should there be an increase in numbers within 14 days of the Event then cost will increase to accommodate the extra guests. Reduction of numbers will not reduce the cost.

3. The Centre will accept instalment payments in the period leading up to the Event. Those payments will be used to order decoration and facilities and be offset against the allocation of the Centre to your Event.

4. Payment in full of the charges, services, goods and hire must be made 14 days (14 ) days before the day of the function unless prior arrangements have been made.

5. Should you wish to cancel the Event written notice is required, this allows the Centre to open the date you had to other clients. All monies paid will be non-refundable.

6. Functions may only be extended past 12:00 am at the discretion of the Board of Directors.

7. We regret that we are unable to permit food or liquor to be brought on to the premises due to licensing laws with the exception of the wedding cake or Birthday cake.

8. All prices do not included GST unless stated, and prices are subject to change with out notice.

9. Hawkesbury Function Centre will take all possible care, but accept no responsibility for any loss or damage to guest equipment or property during or after the function.

**Your Booking will be confirmed on receipt of the deposit slip.**

Name of Function\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Function\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature verifies that the terms & conditions above have been read, understood and agreed to.