

# MCSC Functions & Events Terms & Conditions



## Overview

At Maffra Community Sports Club, our Function Terms & Conditions are in place to ensure your event runs smoothly and seamlessly. By outlining key details in advance, we can effectively plan for your special day, from finalising guest numbers and catering requirements to addressing any dietary needs your guests may have.

The terms also help secure your booking with a deposit, giving you peace of mind that your preferred date and time are confirmed.

Additionally, they provide clear guidelines on cancellations, payments, and other important details to avoid any misunderstandings and ensure the process is straightforward for everyone.

Our goal is to create a stress-free and enjoyable experience for you and your guests. If you have any questions about the attached Terms & Conditions, please don't hesitate to contact us.

## 1. Booking and Payment:

All bookings are subject to availability.

*A deposit of \$100 is required to confirm the booking.* A refund can be made in full if cancellation falls before the 7-day deadline.

Payment can be made via invoice, over the phone, or cash/card payment.

Confirmation of guest attendance, food orders and dietary requirements must be made no later than 7 days prior to the event - unless otherwise arranged with the functions & events coordinator.

All outstanding accounts (such as drinks tab or cleaning fee) must be paid no later than 7 days after the event.

## **2. Cancellation and Refunds:**

Cancellation must be made in writing or via email 7 days prior to the event date.

No refunds will be issued for cancellations made less than 7 days before the event.

In case of cancellation within the specified period, the deposit will not be refunded.

## **3. Damages and Liability:**

The customer is responsible for any damages caused to the room or its contents during the rental period.

The customer agrees to indemnify and hold harmless the room owner against any claims, damages, or liabilities arising from the use of the room.

## **4. Use of Facilities:**

The room shall only be used for the purpose specified in the booking agreement.

Any alterations to the room setup must be approved in advance by the room owner.

The customer shall not sublet or assign the room to any third party without prior written consent.

## **5. Noise and Disturbance:**

The customer agrees to keep noise levels appropriate at all times.

The customer shall ensure that their guests behave in a respectful and considerate manner towards other occupants of the building.

All arrangements for music, including playlists and live musicians must be made with the functions & events coordinator prior to the event.

If no notice is given, we reserve the right to terminate the noise/music if it is deemed inappropriate or causes a disturbance to the other areas of the venue.

## **6. Outside Food & Beverages**

Outside food and alcohol is not permitted on club premises due to legal requirements. Specialty items can be arranged prior to the event, only with the coordinators approval prior to the event.

A fee will incur if outside food is brought into the venue without prior permission from the club.

In the event that a customer brings outside alcohol into the venue without permission, we reserve the right to have the customer leave the premises.

Although every effort is made to maintain prices, all items on our food & beverage list are subject to change. You will be notified no later than 30 days prior to your event should there be a change in price.

## **7. Cleanliness and Maintenance:**

The customer shall leave the room in the same condition as it was found.

Any additional cleaning required due to negligence or misuse will incur extra charges.

Decorations for the event must be approved by the function coordinator, confetti strictly not permitted.

## **8. Insurance:**

The Maffra Community Sports Club is not liable for any loss or damage to the customer's property.

## **9. Termination of Agreement:**

The Maffra Community Sports Club reserves the right to terminate the event at any time if the customer breaches any of the terms and conditions.

In such cases, no refunds will be issued, and the customer shall vacate the premises immediately.

## **10. Our Commitment to the Responsible Service of Alcohol**

We reserve the right to ask for Proof of Age if a patron looks under 25. Wristbands may be issued for guests that look under 25 years old, especially for 18<sup>th</sup> Birthday functions.

We reserve the right to refuse service and/or remove the patron if:

- 10a. Any patron or guest is intoxicated, drunk or disorderly.
- 10b. They are under 18 years of age.
- 10c. They display behaviour that is aggressive, offensive, threatening or abusive to any other customers or staff.
- 10d. Any outside alcohol is brought onto the club premises.
- 11d. Involvement with illegal or illicit substances

Under no circumstances will allow minors to consume alcohol on our premises.

## **11. Clothing & Footwear**

Appropriate clothing that meets our clubs guidelines are to be worn, and footwear must be worn at all times.

Customers must not remove footwear at any time within the venue.

## **12. Smoking Areas**

No smoking or vaping is permitted inside the venue, as well as the balcony.

Our two designated smoking areas can be found downstairs.

### **13. Amendments:**

The room owner reserves the right to amend these terms and conditions at any time. Notice will be given in writing to the customer as soon as possible, should any changes to the terms and conditions happen after the customer has made a booking.

By signing below, the customer acknowledges that they have read, understood, and agreed to abide by the above terms and conditions.