



Weddings & Events

TERMS & CONDITIONS

WANGI DISTRICT WORKERS CLUB LIMITED

EVENT TERMS & CONDITIONS

All reservations must be confirmed by first reading and understanding these Terms & Conditions.

THE AUDITORIUM

Attendance Numbers

Minimum	80 catered adults
Capacity	250 attendees

Wedding/Event Room Hire Rates (5 hours)

Monday - Saturday	\$300
Sunday & Public Holidays	\$400

Optional Bar/Waitstaff (per person, per hour, minimum 3 hours)

Monday - Saturday	\$50
Sunday & Public Holidays	\$60

THE DOBELL ROOM

Attendance Numbers

Minimum	30 catered adults
Capacity	70 attendees

Wedding/Event Room Hire Rates (5 hours)

Monday - Saturday	\$150
Sunday & Public Holidays	\$300
Add Market St Cafe (After 4pm only)	\$50

Optional Bar/Waitstaff (per person, per hour, minimum 3 hours)

Monday - Saturday	\$50
Sunday & Public Holidays	\$60

All pricing inclusive of GST

CLIENT'S INITIALS _____

SECURITY DEPOSIT

A security deposit of \$150 is required for the room which will be refunded pending any damage to club property or excessive cleaning (see *Responsibilities*). Some functions will require a security guard at a charge of \$500 (5 hours) at the discretion of Club Management. Notification will be given prior to the event.

CLUB ENTRY

Entry is via the main entrance of the club only. Arrangements can be made for the bridal party of a wedding to enter via the David Street door. Photo identification or a financial membership card must be produced upon entry.

LINEN & STYLING

Room hire rates do not include linen such as table cloths & chair covers. These are available at an additional cost as noted in the events brochure or from the suggested supplier below:

Creative Events Hire Pty Ltd

111 Main Road Speers Point

0412 663 096

www.creativeeventshire.com.au

Wishing Well Hire (in-house) - \$40

BOOKINGS

Tentative bookings may be made with the club office. In the event we have another enquiry conflicting with a tentative booking we will require confirmation of the booking and payment of the relevant room hire. Confirmation of the booking will only be made on payment of the relevant room hire. Payments can be made by cash or eftpos.

RESPONSIBILITIES

Hiring charge covers standard cleaning, however any additional cleaning will incur additional charges.

Confetti, foil cut outs, glitter, synthetic petals and decorative crystals are prohibited from the building, on tables and surrounding grounds. Party poppers and exploding balloons are prohibited, as are candles in holders with open sides. Candles must be in containers and not placed directly on tables.

Wangi District Workers Club will charge the client for any repairs to, or replacements of club property damaged or lost by the client, clients guests, vendors, invitees or other persons attending the function. This applies whether in the area reserved or any area or part of the Wangi District Workers Club.

The Club does not accept liability nor does the Club's insurance cover loss or damage to personal items or property that is brought onto Club premises.

No property of the Club may be removed from the premises including tables, chairs, crockery & glassware.

BEVERAGES

The Club's full range of beverages are available. Bar tabs are available on request or guests can purchase their own. Beverages will be charged on a consumption basis. Bar tabs are to be paid prior to commencement of any bar tab service. The client may express drink restrictions (e.g. tap beer, house wine & soft drink) a limit in time or money for the tab.

We accept cash or eftpos only for bar sales including bar tabs.

No external beverage is permitted on premises without prior arrangement with management. We accept requests for specific beverages that are not on the Club's drinks menu pending availability from our suppliers.

CATERING

All catering for functions held in Wangi District Workers Club are carried out by the Club's catering contractors only. No external food is permitted on premises (except for celebratory cakes). Cake service is available at an additional charge. Self catering is not permitted.

- An approximate number of guests is required on booking
- A deposit of \$300 for catering is payable 28 days prior to event
- Menu selection, final numbers and full payment due 14 days prior to the event
- Charges will be based on the number of people attending the function or the confirmed number, whichever is the greater

EQUIPMENT

Screen accessible. Client must provide HDMI cable & laptop

Microphone

Whiteboard

ROOM SET UP

The club provides for the layout of tables and chairs as per a floor plan where required. The floor plan must be supplied seven days prior to the event. We can assist with the design of your floor plan.

The client is responsible for the decoration of the room for the event unless by arrangement with the Club.

Access to the rooms for the setting of tables, chair covers etc. will be according to the trading needs of the club. Please check with the office when you will be able to gain entry.

CANCELLATIONS

Cancellation of the function must be made in writing and refunds will be issued as follows:

Room Hire

- More than six months notice 100% of Room Hire Fee
- Two to six months notice 50% of Room Hire Fee
- Less than two months notice No refund will be made

Catering

- 21 days or more notice 100% refund
- 15 to 20 days notice 50% refund
- 14 days or less notice Non refundable and no reduction in numbers

COMPLETION TIMES

Room hire is for 5 hours unless approved by Club Management.

Latest finish times:

- Monday - Thursday and Sunday 10pm
- Friday & Saturday 12am

CONTACT

Functions Co-ordinator - Julie Dillon
julie@wangiworkers.com.au
(02) 4975 1451

I have read and accepted the conditions stated in this Agreement,

Name of event _____

Location: Auditorium The Dobell Room

Date of event _____ Event / Reception Time _____

Approx no. Of People _____

Name in Full _____

Address _____

Suburb _____ Postcode _____

Mobile _____ Home Phone _____

Email _____

Deposit enclosed:

Security Deposit: \$150.00

Signature _____

Date _____

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Office Use Only:

Received and Processed by _____

Date _____