

## EVENT BOOKING FORM

Please fill in the details and fax page back to 8443 8771

Company name \_\_\_\_\_

Name of function \_\_\_\_\_

Contact person \_\_\_\_\_

Date of function \_\_\_\_\_

Contact telephone W \_\_\_\_\_ M \_\_\_\_\_

Room hired \_\_\_\_\_

Contact email \_\_\_\_\_

Type of function \_\_\_\_\_

Billing name \_\_\_\_\_

Set up style \_\_\_\_\_

Billing address \_\_\_\_\_

Number of guests \_\_\_\_\_

Arrival times Organiser \_\_\_\_\_ Guest \_\_\_\_\_

Departure Time \_\_\_\_\_

Equipment required \_\_\_\_\_

Dietary requirements \_\_\_\_\_

Service times Morning tea \_\_\_\_\_ Lunch \_\_\_\_\_ Afternoon tea \_\_\_\_\_

Entrée \_\_\_\_\_ Main \_\_\_\_\_ Dessert \_\_\_\_\_

I have read and agreed to the terms and conditions of the Venue at Richmond Function Centre

Signed \_\_\_\_\_ Date \_\_\_\_\_

# Payment Options

Please fill in the following details if you wish to pay your deposit by card

Circle card type: VISA    MASTERCARD    BANKCARD    AMEX    DINERS

Name of cardholder: \_\_\_\_\_ Card account number: \_\_\_\_\_

Expiry date: \_\_\_\_ / \_\_\_\_    Authorised Amount: \$ \_\_\_\_\_    Signature of cardholder: \_\_\_\_\_

You are welcome to use EFT (Eftpos Funds Transfer) to pay your invoice.

Bank: National Australia Bank

Name on account: West Adelaide Footballers Club

BSB- 085 375 A/C- 8256 791 42

Please fax through a remittance with every Payment

Can be emailed to [finance@westadelaidefc.com.au](mailto:finance@westadelaidefc.com.au)

Other payment methods include cash and cheque

Cheques can be made out to The West Adelaide Footballers Club and sent to

PO Box 164

MARLESTON SA 5033

# Terms and Conditions

**Tentative Bookings-** Tentative bookings will only be held for 7 days without the payment of a deposit. A booking will only be considered as confirmed once a deposit and signed terms and conditions are received. Management has the right to cancel your function if these terms are not met.

**Booking Confirmation-** A deposit of the room hire and 50% of catering as well as a signed copy of these terms and conditions must be returned to confirm your booking.

**Cancellations-** All cancellations must be in writing, and addressed to the Function Manager/Coordinator. Any booking cancelled within four (4) weeks of the proposed function will forfeit all deposits paid if the area hired cannot be rebooked.

**Final Numbers-** Final numbers are required three (3) working days prior to the function. This number will be charged as a minimum.

**Catering and Payment-** All menu selections are to be confirmed in writing to the Functions Manager/Coordinator no less than two (2) weeks prior to the function. The total food payment must be received three (3) days prior to the function. All special dietary requirements must be confirmed five (5) working days prior to function. Food or beverages of any kind are not to be brought into the premises (Celebration Cakes excluded though they must be labeled with the name and date of function). A minimum catering spend of \$450 is required on a Friday or Saturday night if no dinner menu is selected.

**Responsibility-** The hiree will be held financially responsible for any damage sustained to any part of the West Adelaide Football Club by the hiree, their guests or contractors. In the unfortunate event of any damage to the property or equipment, the client will be held financially responsible. The West Adelaide Football Club takes all necessary care, but accepts no responsibility for the loss or damage to the property of guests or clients, before, during or after a function. This includes gifts, decorations or personal property brought into the premises. All breakages will be charged at replacement cost. The bar will close at 11:45pm and guests are required to leave by 12am. Should you require an extended licensing time, please notify the Function Manager/Coordinator at least two weeks prior to your function. A small fee may apply.

**Decorations-** Please advise the Function Coordinator of the decorations you are using, we do not allow glitter, scatters or anything pinned or stuck to the walls. We do not allow smoke machines.

**Security-** For 18<sup>th</sup> and 21<sup>st</sup> birthdays particularly, or any other function where it is deemed necessary, the Function Coordinator will arrange security which will be a cost borne by the hiree. All minors must vacate the premises by 12am.

**Price Variation-** A bar or catering staff fee will apply when services are required after the functions conclusion time, it is the clients responsibility to ensure that guests depart by the time agreed with the Function Coordinator. Cleaning and set-up considered outside the norm may incur an extra fee. Though every effort is made to maintain current pricing, prices are subject to variation without notice.

**Unforeseen circumstances-** Due to any unforeseen circumstances or accidents, the venue reserves the right to cancel any booking and refund any deposit at anytime. We reserve the right to make any changes to Menu and Beverage packages as deemed necessary.

**Intoxicated Guests-** Clients will be responsible to ensure the orderly behaviour of their guests and the West Adelaide Football Club reserves the right to intervene where deemed necessary. It is against the law for the West Adelaide Football Club and/or its staff to supply alcohol to any person who is intoxicated, and the decision in this matter rests entirely with the management of the West Adelaide Football Club.