

Tentative Booking

We will hold your tentative booking for 14 days. If you cannot confirm your booking within that time the room may be re-booked.

Confirmation of Booking and Deposit

The booking will be considered as confirmed upon receipt of the Room Hire (\$200) and/or Deposit. A deposit along with the accepting the Terms & Conditions is required to secure your function. The deposit of \$200 is then deducted off the total amount of your function payment. Members may receive a discount off the Room Hire however no further discounts apply to food or beverage. The hire cost includes facilities, setup and clean-up and linen tablecloths, serviettes upon request.

Cancellations

In the event of cancellation of your booking, room hire charges will be forfeited.

Catering Details

To achieve the highest possible standards of service we ask at least 7 days prior to the function information such as menu selection, bar requirements, entertainment and estimated number of guests, duration of function, and any special requests or equipment required. We cater for special dietary requirements, so please let us have the necessary information by that time.

Confirmation of Numbers

Confirmation of numbers can be made up to 3 days prior to your event. The number of guests that have been confirmed at this time will be the number that you will be charged for.

Settlement of Account

An invoice will be created in the first business week following your function and provided to you via your preferred method.

Food & Beverage

The Event Organisers and their guests are not permitted to consume food or beverages other than supplied by the EchUCA Workers. Food of any type must not be brought onto club premises due to Food Act 1984. Special occasion cakes are an exception but must be approved by management prior to the function. Please note that remaining food or beverage may not be removed from the premises following your function.

Entertainment and Decorations

The responsibility for booking entertainment including payment and decoration of the function room rests with the hirer. Decorations may be used on the walls with permission from management.

Smoking

Smoking is not permitted inside the function room. Guests wishing to smoke must proceed to the designated smoking areas.

Conduct

EchUCA Workers reserves the right to exclude or eject any or all of the guests attending the function at its sole discretion without liability. Behaviour from guests that is improper, or undesirable will not be tolerated. Responsible service of alcohol policies are adhered to at all times.

Security

If in the opinion of the Management it is necessary to employ staff for the purpose of maintaining security at the event to be held at EchUCA Workers, there may be additional costs passed on to the Event Organiser.

Dress Regulations

Members & Guests must observe EchUCA Workers dress regulations when areas other than function rooms are accessed during the event.

Damages

The Event Organiser and guests will be financially responsible for any damages or loss prior to, during or after the event. EchUCA Workers does not accept any responsibility for damages to the premises, fittings or equipment. This responsibility rests solely with the Event Organiser.

Limit of Hiring

If the room booked cannot be made available due to causes beyond the control of EchUCA Workers, we reserve the right to substitute a similar room. In the event EchUCA Workers cannot be made available to the Hirer, on the date(s) for which it has been hired by reason of flood, fire, damage, industrial dispute or any other reason, the Management shall not be liable for loss. The hirer shall be entitled to use only parts of the building hired and shall vacate if punctually at the time specified by the Manager. Management reserves the right to let any other portion of the building for any purpose at the same time.

Raffles

Any raffles or lucky door prizes being conducted as fundraisers by your Organisation must be approved by Management and meet legal requirements as set down by the Victorian Commission for Gambling and Liquor Regulation.

-Access to the Venue is via the main entrance at Reception.

-Members will be required to produce their membership card. Non-Members will be required to sign in. ID is required.

I have read and accept the Terms & Conditions.

Name of Event Organiser: _____ Signed _____

Event Date: _____ Date: _____