

THE MAWSON CLUB

CAFE • BAR • LOUNGE

Booking Form:

Function name/Company name: _____

Date of Function: / / Expected number of guests: _____

Function start time: _____ Finish time: _____

Function type: _____

Name of function venue: Citrus Cafe Garden Bar Section 57 Blue Note Lounge

Contact name: _____

Contact telephone number: _____ Fax number: _____

Mobile number: _____ Email: _____

Address: _____

Payment

Payment method Cash Credit card EFTPOS Company Cheque

Credit card payments

Credit card type Visa MasterCard Amex Diners

Credit card name: _____

Credit card number: _____ Expiry date: _____

Signature of cardholder: _____

All information remains confidential

I have read and understood the terms and conditions and by signing this document agree to be bound by them.

A completed and signed booking sheet and the deposit are required to confirm all function bookings. The Mawson Club reserves the right to cancel any tentative bookings not confirmed within 10 days. All correspondence can be faxed to 02 6290 1994, attention Functions Coordinator or emailed to functions@mawsonclub.com.au

Signed: _____

Date: _____

Please return this page with the deposit within 48 hours.



Canberra Raiders Leagues Club Southside Ltd
Trading as The Mawson Club

Terms and Conditions

Confirmation of booking

A signed copy of the terms and conditions together with a deposit must be made 48 hours after the booking has been made. If the appropriate deposit is not made, management reserves the right to cancel the booking and allocate the function room to another client. A confirmation of the function agenda is required 72 hours prior to the event. Any variation from the time allocated to your function, relating to arrival and departure times must be notified as soon as possible. Menu selection along with special dietary requirements including vegetarian options must be confirmed 10 days prior to the function.

Proposal / quotation

The proposal has been agreed and understood. Should any of the event requirements alter from the proposal/quote submitted, The Mawson Club will revise and resubmit a new proposal/quote based on the new requirements.

Function area reservation

If it is necessary, due to circumstances beyond our control, The Mawson Club reserves the right to change function allocations. The Mawson Club reserves the right to book other events, outside your event times in the same venue, finishing up to 1 hour prior to your scheduled function and starting 1 hour after your scheduled function.

Function Charges

The Mawson Club does not charge a room hire, however we have a policy of a minimum spend of \$350.00. This money can be used for food, beverage or a combination of both. If the minimum charge is not reached then the balance of the \$350 minimum spend will be retained by the Mawson Club.

Surcharge

A charge of \$150.00 per hour (or part thereof) will be incurred where a function continues after the designated time. Should the room configuration change within 24 hours of the commencement of the event a charge of \$60.00 may be applicable. Requests for the serving of special items such as wedding or birthday cakes attract a surcharge of \$2.50 per person for cakes sliced or if placed onto a platter the cost is \$1.00 per person.

Venue restoration

Organisers are financially responsible for the return of any venue area to its original state, and are subject to a pre and post event inspection by The Mawson Club management.

Final details and guaranteed minimum numbers

Guaranteed numbers of guests and final details including menus, room setup, start and finish times must be confirmed in writing 10 days prior to the event. The confirmed figure will then be regarded as the minimum number used for catering purposes and charged accordingly.

Prices

Prices quoted for a confirmed function will be honoured for a two month period. However The Mawson Club reserves the right to alter prices and advise the guests accordingly.

Cancellations

In the event that a confirmed function must be cancelled the following cancellation charges apply. Less than fourteen days notice, you will be charged 50% of the deposit. Less than seven days notice the organiser shall forfeit 100% of the deposit.

Damages

Organisers are responsible for any damages caused to The Mawson Club property during their function. No items are to be attached, pinned, nailed, screwed, stapled, blue taced or glued to the walls, doors, furniture or any other surfaces in or around the venue.

Property

The Mawson Club will not accept any responsibility for damage or loss of property left prior, during or after functions.

Fire and safety

The Mawson Club retains the right to adjust any setup to ensure fire and safety codes are not breached.

Collection of goods

Any items left behind from your function must be collected no later than 1 day after the function. If your goods are not collected they will be discarded by The Mawson Club.

Alcohol, behaviour and drug policy

In order to comply with its legal and social responsibilities, The Mawson Club has a policy on the responsible service of alcohol. That policy will be followed by all staff with respect to all patrons attending the function. In making a booking, organisers acknowledge that the policy will be applied at their function. Obscene language and or aggressive behaviour will not be tolerated. The Mawson Club reserves the right to ask any guest to leave the premises immediately if asked. Any persons found using illegal drugs will be handed over to the police.

Payment of your function

Full payment is required at the conclusion of every function. Details of any organiser who does not finalize the account before leaving will be given to the police and the matter will be considered as theft.

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THE GARDEN BAR
MAWSON CLUB | CANBERRA