

MaZi Event Booking Terms and Conditions

as at November 2016



Membership

You are required to be a member of Lantern Club to book a private social event, otherwise temporary membership will apply. Members are responsible for all non-members attending the event.

Deposits and Payments

A deposit of 50% of the total function cost is required 2 weeks prior to your event to confirm and secure your booking. No booking is confirmed until deposits are paid. For events of 25 guests and under, the final 50% payment is due on the day of the event. For all events of 26+ guests, final payment is required 1 week prior to the date of the event.

After deposits have been paid, if numbers increase by more than 10%, a further deposit will be required to confirm your guest number adjustment. After deposits have been paid, you may make final payments in instalments if requested prior to the event date.

Final Numbers

Final guest numbers, menu selections, dietary requirements and room setup must be confirmed 7 days prior to your event. After this time, no downward adjustment in the total catering cost will be possible.

Cancellations

Cancellations made a month or greater out from the date of your event will receive 50% of the deposit refunded. 25% of your deposit will be refunded if your event is cancelled 2 weeks prior. All cancellations within 2 weeks of the event will forfeit deposits.

PLEASE NOTE: Lantern Club reserves the right to cancel any event if it believes that the event will affect the smooth running of the club, club security, club reputation or become a potential club licence breach.

Private Space

There is a hire fee of \$500 to secure a private space for your event for a maximum of 4 hours, additional hours can be arranged at an additional hourly cost. Please note that there are only limited spaces that can be sectioned off and made exclusive to your event.

Cakes and Lolly Buffet Surcharge

Guests bringing cakes and lolly buffets must notify a Lantern Club Team Member upon booking. A charge of \$2 per person applies.

Pricing

Every endeavour is made to maintain prices as printed. However, these may be subject to change after you have booked your event. Once you have made payment and have chosen your menu, prices will not increase. All prices quoted are inclusive of GST.

Club Regulations and Licencing Rules

All guests attending your event, who are non-members and over the age of 18, must sign in at Reception and adhere to all Club regulations. Proof of age is required upon request and dress standards must be adhered to at all times.

Any persons under the age of 18 years in attendance at your event, must be accompanied by a parent or legal guardian and must be supervised at all times, including entering and exiting the club. Persons under the age of 18 years are not permitted to enter other areas of the Club without an adult accompanying them. Under age persons must not approach the bar or consume any alcohol and are also not permitted in the gaming area at any time.

No food or beverage may be brought into the Club by any party (except a cake/lolly buffet for special occasions). Beverage prizes are not permitted at any event without authorisation from the Club.

Function Decorations and Entertainment

All decorations must be disclosed of and authorised by the Club prior to your event. Table cloths, balloons and centrepieces are available on request, charges do apply. All entertainment must be authorised by the Club, this includes but is not limited to music and live entertainers. Jumping castles are not permitted.

Responsible Service of Alcohol

In keeping with the law and the Club's service commitment to both members and guests, the Club employs a strict 'Responsible Service of Alcohol' policy. This requires that any persons displaying visible signs of intoxication will be refused service and will be requested to vacate the premises immediately.

Advertising

The Club will not make available any advertising space to promote your event within any medium of advertising the Club may use. The Club will not allow advertising posters or other advertising material to be displayed within Club premises, other than within the hired private event area. All external advertising material, irrespective of its form, must indicate:

- a) Which person/persons or organisation is hosting the event
- b) Names and telephone numbers for event enquiries (this must not be Lantern Club's number)
- c) Lantern Club must only be indicated as the venue of the event

Security and Damages

Event clients are financially responsible for any damage sustained by their guests to their own property and Lantern Club's property during the event. No staples, sticky tape, Blu Tack, nails or velcro may be used on any walls, furniture, windows, etc. If damages occur, additional charges will apply.

Additional Information

- These Terms and Conditions apply to all clients and groups using Lantern Club's event facilities, including sub-clubs and other sponsored community groups.
- It is the responsibility of the event client to ensure these Terms and Conditions and Club rules are followed.
- Bar Attendants exclusive for your event are available on request, charges apply for a minimum of 3 hours per Bar Attendant.
- A no smoking policy is enforced in all dining areas. Please ask a Lantern Club Team Member to direct you to a smoking area.