



Shepparton United Football Netball Club Inc Est 1949

Deakin Reserve, Skene Street, Shepparton VIC 3630

P.O. Box 675, Shepparton VIC 3630

ABN 42 584 216 477

sheppartonunitedfnc@gmail.com

03 5821 3854 (Game day only)

H. T. LUCK COMPLEX TERMS & CONDITIONS CONFERENCES & FUNCTIONS

Function reservations:

Reservations / enquiries can be made by contacting the bookings officer, Peter, by email
sheppartonunitedfnc@gmail.com

Tentative bookings:

Tentative bookings will be held for a period of 14 days, after which time, the space will be released.

Confirmation:

In order for a booking to be confirmed, we require the following to be completed and returned;

1. H T LUCK Complex confirmation form
2. Signed terms and conditions

Should all of the above not be received, management reserves the right to re-allocate the space/s as required.

Cost:

The venue cost is as follows;

- | | |
|-----------------|-----------|
| 1. Non-members | \$500 |
| 2. Members | \$200 |
| 3. Life Members | No Charge |
| 4. Bond | \$200 |

Payment:

The total cost of hiring the venue and the \$200 Bond is required prior to the event.

Advice of Final Numbers:

The H T Luck complex is licenced for 240 guests. Confirmation of the final number of guests is required to be added to the confirmation form and submitted prior to the event.

Cancellations:

Unforeseen events do occur. In the event of this happening, it is your responsibility to notify the bookings officer as soon as possible of any cancellations. This will allow time for the venue to be possibly hired again.

Bar:

The bar licence is held by the Shepparton United Football/Netball Club. All functions will have bar service including attendants supplied by the club if required. Responsible service of alcohol restrictions will apply e.g. All under age guests must be under the strict supervision of a parent or guardian and must remain within the designated function area. Under age guests **MUST NOT** consume alcohol, and if are found to be doing so, will be asked to leave immediately. **NO alcohol is permitted to be brought into the venue by the hirer. [this includes 'punch']**

Set Up:

The venue will be available for decorating prior to the function, in negotiation with the bookings officer.

If decorations are anticipated, these need to be discussed with the bookings officer, as restrictions may apply. At no time can any of the club memorabilia etc, be removed, taken down etc, without approval.

Clean Up:

The venue has to be returned to its original state by 12pm the day following of an evening event, unless other arrangements are made with the bookings officer.

If the venue is used for day events, then it is expected to be cleaned prior to departure.

All cleaning equipment is provided for your convenience. If the venue is not cleaned satisfactorily, you may forfeit all, or part there of your bond. If the venue is not cleaned by choice, you will forfeit all of the bond as payment for cleaners to be hired.

Catering:

Catering can be provided for your event should you choose. Please ask the bookings officer, who can direct you to the caterer for further discussion.

Alternatively, the kitchen is available for use, at no extra charge, for your own preparations.

Security and Conduct:

Subject to Liquor Laws, and as part of the Shepparton United Football/Netball Club's own policy, security personnel may be required at management's discretion, dependant on the function being held e.g. All 21st birthday parties must have security although it is not required for workshops, conferences, etc. A discussion will be held with the event organiser regarding security, and if required, the following principles will apply;

1. 1 security personnel for function with guest numbers between 60 and 80 people.
2. 2 security personnel for all functions with guest numbers above 80 people.

It is the event organiser/s responsibility to arrange the security personnel. Alternatively, the venue management can arrange security with the cost to be charged to the event organiser/s. The club also requires the event organiser/s to accept full responsibility for the orderly conduct of their guests and outside contractors [i.e. Entertainers, Technicians, Set up staff etc].

Insurance/Damage:

The Shepparton United Football/Netball Club cannot take responsibility for the injury, loss or damage to persons or goods before, during or after the function. The event organiser/s are also financially responsible for any damage sustained to the club venue, property, and fittings before, during, or after the event.

PLEASE NOTE, YOUR SIGNATURE INDICATES THAT YOU HAVE READ AND ACCEPT THE ABOVE TERMS AND CONDITIONS.

Client Name: _____ Signature: _____

Company: _____ Date: _____

Email address: _____

Address: _____

Telephone: BH _____ M: _____

Function: _____ Date of Function: _____