

Conditions of Hire

An invitation is extended to view our Function Rooms and discuss your individual requirements with our Function Coordinator. Please phone prior for an appointment.

Membership

Membership of Pelican RSL Club is essential for all function bookings. Please consult us to discuss the ease and benefits of membership. Due to Government regulations, all guests entering the Club (be it for a function or to utilise the Club's facilities) must fall into one of the following categories:

1. Current member (Membership Card shown)
2. Temporary Member (Those who live outside the 5km radius of the Club)
3. Guest of a Member (a guest who resides within the 5km radius who is not a Member of Pelican RSL Club must be signed in by a member)

All temporary members and guests of a member are required to sign in at reception. Other arrangements can be made by Management, if required.

Deposit

Tentative bookings are held for 14 days only. To confirm any booking, a deposit of \$100 is to be lodged. The Clients are requested to contact the Function Coordinator four weeks prior to their function to arrange menus and final details.

Payment

Payment of all function costs are as follows:

Room Hire Full payment is required 7 working days prior to your function.

Food Account Full payment is required 7 working days prior to your function.

Bar Account Must be paid at least 7 working days prior to the date of the function. If arranging a dry till, please feel free to set a bar limit. Any monies outstanding from your function must be settled on the day/night of your function.

If a refund is due A cheque will be posted or can be collected on the next working week day at the Club.

Any debts outstanding after that period will be put in the hands of our solicitors for collection. Methods of payment that are acceptable: Cash or Bank Cheque only. No personal cheques.

Functions of less than 50 people requiring a bar to be opened will incur a charge of \$70 to cover bar wages.

A selection of menus are available or can be tailored to suit your event.

All function rooms can be arranged to suit your requirements.

Confirmation

Menu selection, beverage arrangements, seating plans and accurate Guest numbers must be made no later than 5 working days prior to the function. We bill for the final number, unless the number is greater than guaranteed on the day. Seating plans will not be altered within 24 hours of the function. If so, this will incur a fee of \$100.

Cancellations

Cancellations must be notified in writing:

1. Cancellation more than 2 months prior to the function will result in a full refund.
2. Cancellation less than 2 months prior to the function will result in loss of any deposit.

Prices

Standard room hire fees are listed. The payment covers room hire, table linen, napkins (choice of colour), room set up. Prices are subject to change without notice. Guaranteed prices will only be made 2 months prior to the function. Weddings may incur higher room fees due to additional set up. Room hire is up to 6 hours.

Insurance and Security

The Club does not accept responsibility for damage to or loss of property that is left on the premises. Depending on the size and nature of the function, the Club may direct organisers to provide licensed security and or insurance. This service is to be coordinated with our Function Coordinator. The Club will charge the client for any repairs or replacement of club property damaged or lost and retained from the security deposit.

Advertising

Any advertising concerning Pelican RSL Club must comply with The Registered Clubs Act. Any visible promotional and advertising matter must include the statement (worded EXACTLY): “Information for Members and their Guests”

Any advertising mentioning or displaying Pelican RSL Club must have full approval prior to commencement of such advertising by Pelican RSL Club.

Outside Food & Beverage

Alcoholic beverages or food may not be brought into the Club from an outside source. Any breach of this rule contravenes the Liquor Administration Board of NSW Legislation, and can be subject to prosecution. In addition, patrons are also requested not to bring any food substances for consumption onto the property as this may also contravene the Public Health Act.

Stage, Sound and Lighting

For an additional fee we are able to supply entertainers plus sound and lighting operators upon request. If you wish to supply your own entertainment all details must be provided to Management at time of booking.

If using outside contractors for entertainment and or sound and lighting all relevant certificates and insurances must be produced.

No smoke machine will be permitted.

Patrons are not permitted to operate any of the staging equipment,

Minors must remain in the company of an adult or Loco Parentus.

Pelican RSL Club Responsible Service of Alcohol Policy.

This policy is to serve our Members and their Guests in a responsible, friendly and professional manner. Our staff is on hand to assist patrons in their decision to drink in moderation and where appropriate avoid the dilemma of combining drinking with driving. Staff will not serve any person under the age of 18 years, or any person to intoxication.

I hereby state that I have read the above information and agree with the terms and conditions set by the Board of Directors and Management of Pelican RSL Club.

NAME:.....

DATE OF FUNCTION:.....

SIGNATURE:.....

DATE:.....

Please sign and return when confirming your booking.