



# Portugal Madeira Sydney Social and Cultural Sports Club

1-3 Denby St, Marrickville NSW 2204

Enquiries: bookings@portugalmadeiraclub.com.au

## Booking Details

Today's date: \_\_\_\_\_ Phone number: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Private / Company Event Name (if applicable): \_\_\_\_\_

## Office use only

### Function Details:

### Date of Function:

Room	HIRE	TIME	# GUEST
Auditorium	\$		
Back Room	\$		
Car Park	\$		
Outdoors	\$		
Main Bar	\$		
Restaurant	\$		

Catering for event	\$pp	TIME	No.	TOTAL \$

Bar Tab \$ \_\_\_\_\_ Time: \_\_\_\_\_  
 Drink selection: \_\_\_\_\_

OTHER	\$EA	TIME	No.	

Minimum Spend? \$ \_\_\_\_\_

Notes/ Food Allergies: \_\_\_\_\_

Total: \$ \_\_\_\_\_ Deposit: \$ \_\_\_\_\_ Balance: \$ \_\_\_\_\_

### Credit Card

I authorize the Portugal Madeira Club to charge my credit card with the following amount (s):

Deposit: \$ \_\_\_\_\_

Full Amount: \$ \_\_\_\_\_

Card

\_\_\_\_\_

Expiry Date: \_\_\_\_\_ / \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

### EFT

I authorize the Portugal Madeira Club to debit my bank account with the following amount (s):

Deposit: \$ \_\_\_\_\_

Full Amount: \$ \_\_\_\_\_

Please reference name & date of function.

Commonwealth Bank: Portugal Madeira Club

BSB: 062-227, Account: 10011779

### Notes

**Please not that the organizer must agree and sign the functions terms and conditions located on page 4 of this document.**



Thank you for considering **The Portugal Madeira Club** for your Function / Event. Below is important information that **you must be aware of and adhere to at all times** when utilizing our facilities. Individual set quotations discussed with the functions coordinator are **valid for 5 days only** and subject to change after this time.

**1. Pricing for utilizing our facilities**

Pricing will vary for each individual depending on many factors such as: amount of people, type of function, special requirements, and any other fees payable to the Authorities (e.g. Police, Office of Liquor & Gaming, Local Council, etc.) in order to obtain any permits required. Costs & Menu items are subject to change at any time.

**2. Catering**

If catering is applicable, a minimum of 20% of the estimated cost for the catering will be included on the advance payment required to be paid at the final meeting with the functions coordinator. You must speak with the functions coordinator to receive a more comprehensive tailored quote.

**3. Room Hire**

Applies for most functions.

- Room hire \$500.00
- Minimum Admin fee: \$250.00
- Security Bond: \$500.00

The cost is charged on a case by case basis, subject to set up requirements, day & duration of your Function/Event and will be established at the time of enquiry. Portugal Madeira Club Members' are entitled to room hire discounts.

**4. Minimum Spend**

This amount will vary for each function depending on function type and requirements. This will be confirmed at the time of booking. The minimum spent amount must be reached for each function. (**This is inclusive of food and drink only.**) Additional extras are not included in the minimum spend.

**5. Bar TAB**

Payable on conclusion of your function if it is not part of your minimum spend. The hirer can nominate what drinks will be offered to their guests. This will be discussed in more detail at the final meeting.

**6. Confirmation of your booking**

We do not take tentative bookings therefore a booking is not confirmed until the deposit and a signed copy / acceptance of this agreement has been received. To confirm a booking we require a **minimum deposit payment of \$500.00**.

**7. Security Bond**

**A \$500 Security Bond** is required under The Portugal Madeira Club customer damage & liability clause for all functions. **This bond must be paid before the function / event takes place at all.** The bond is fully refunded upon conclusion of the event once management's inspection of the hired function room/s has been assessed and clearance granted.

**8. Cleaning**

General and normal cleaning is included in the cost of the room hire charge, however additional charges will be payable if the function has created cleaning needs above and beyond normal standard cleaning. The damage will be assessed for any major stains & spillages and the cost associated to clean the area will be deducted from the bond.

**9. Damages and Repairs**

The hirer will be responsible for any expense in connection with repairs for damage, breakages or extra cleaning which may become necessary due to damage or other causes during the period of the function.

The Portugal Madeira Club reserves the right to determine the cost of any damages and/or extra cleaning necessary above and outside what is normally expected following usage of the venue. We reserve the right to retain all or part of the bond to meet such costs as necessary, and/or to bill a hirer for additional costs if the bond does not cover damage caused.

**10. CANCELLATIONS**

In the event of cancellation the following terms will apply:

- a) **We reserve the right to cancel any function with adequate notice.**
- b) **There is a 3 day cooling off period from the day the deposit is received. After this time, the deposit is non-refundable.**
- c) **All cancellations must be made in writing to the functions coordinator.**
- d) **For functions cancelled 7 days or less before the function date, the cancellation fee will be equal to deposit, plus a \$500.00 administrative fee, plus all costs incurred by the Club in order to prepare the scheduled event.**

**11. Weekly Hours:**

Portugal Madeira Club is open to members and guests seven days per week:

- Monday to Thursday: 10:00AM to 9:00PM
- Friday & Saturday: 10:00AM to 12:00AM
- Sunday: 10:00AM to 8:00PM

The hours of operation for your function will be confirmed with your functions coordinator when you enquire. Extended times beyond the agreed function schedule will be subject to an hourly rate of \$100 per hour.

**12. Final Meeting**



To avoid extra fees, it **is the responsibility of the hirer** to organize a final meeting with the functions coordinator no later than 10 days prior to your function. It is at this meeting that you will be required to **finalise attendance numbers and the advance payment**.

### 13. Final Numbers

Final attendance numbers are to be confirmed at your final meeting. This will be the Guaranteed Number. No refunds given for cancellation of numbers after this time. Increases are acceptable if adequate notice is given. Charges will be based on the Guaranteed Number or the number attending whichever is greater. Should the guaranteed numbers change dramatically, management reserves the right to reassign your function to a more suitable room. Extra charges may apply.

### 14. Identification:

A **Driver's License** or **valid Passport** is required as proof of identity when securing a booking for the Function room/s. A photocopy will be taken of the identification and kept as a record for booking validity.

### 15. Payments

All function accounts must be paid with Credit Card, Cash or Bank cheque **10 days** before the function date. The contract signatory is liable to pay all monies due under this Agreement. We do not provide credit. Company and Bank cheques are only accepted with prior approval. No personal cheques accepted.

### 16. Staffing

Adequate staffing will be supplied by The Club based on your Function / Event type. Additional staff may be organized upon request with sufficient notice at a cost of \$35 per hour (min 2 hours)

### 17. Security

Security personnel are mandatory for most functions, in particular Fridays and Saturdays with 50+ guests. Requirements for all functions will be at the discretion of your functions coordinator and costs will range from \$50 per hour, per security guard. The Portugal Madeira Club reserves the right to cancel a function at any time or remove disruptive individuals if the safety of staff and patrons is compromised.

### 18. Food & Beverage

Hirers / guests are **not permitted** to supply any of their own food or drink whatsoever. We reserve the right to remove and discard any items bought into the venue. Considerations for food items, such as cakes, may be approved, however surcharges may apply.

### 19. Special Dietary Requirements

Portugal Madeira Club is able to accommodate customers 'special dietary' or cultural requirements with sufficient prior notice. Please see your functions coordinator for options available.

Please note: **We do not cater for nut allergies.**

### 20. DJ's & Entertainers

If you have arranged your own DJ, musicians or entertainers to perform at your function, noise levels, regulations and policies must be strictly adhered to and are not negotiable. A noise policy agreement must be signed prior to the commencement of the function. Dry Ice, Smoke & Bubble machines are not permitted, unless previously authorized by the functions coordinator.

### 21. Equipment Hire

Charges apply for all special equipment requirements for your function. Please discuss needs and costs with the function coordinator.

### 22. Damages & Theft

Function / Event organizers will assume financial responsibility for any and all damages and / or theft caused during the event/function, by any of their guests or any other persons attending the event / function, whether in the room (s) or in any other part of the venue.

### 23. Beyond our control

The Club will not be held responsible for any losses sustained if a function cannot proceed due to a robbery, fire, industrial dispute, water main break, power failure or any other reason beyond our control

### 24. Decorations

Our rooms are laid out in neutral tones and decorations can be brought in to enhance your celebrations, however there are a few guidelines and conditions that must be strictly adhered to;

- **BLU TACK & STICKY TAPE ARE ALLOWED ONLY ON NON-POUROUS SURFACES**
- **PINS, ADHESIVE OR GLUE ARE NOT PERMITTED**

**Confetti, Table Sprinkles, and Rice ARE NOT permitted.** A \$100 cleaning fee will be charged if any of the above items are used in the venue. **Candy/lollie buffets** are allowed; however they must consist of confectionary only. Under the New South Wales food act we reserve the right to remove any items that do not adhere to this request.

ALL decorations **must be removed** by the client on the conclusion of the function.

### 25. Cleaning

General and normal cleaning is included in the cost of the room hire charge, however additional charges will be payable if the function has created cleaning needs above and beyond normal standard cleaning. The damage will be assessed for any major stains & spillages and the cost associated to clean the area will be deducted from the bond.



**26. Smoking Policy**

The Club function rooms are strictly non-smoking. Outdoor smoking facilities are conveniently available adjacent to the rooms for guests.

**27. Dress Code**

The Club dress code 'neat casual' applies to all attending the functions, and adheres to a no rubber thongs, no men's muscle shirts or singlet's, no tracksuit pants, no caps policy. **All patrons including children must abide by the Portugal Madeira Club dress code and wear shoes at all times.**

**28. Club Sign-In Licensing Regulations:**

Visitors must carry identification at all times whilst on the licensed premises, and comply with the rules and by-laws of the club. For swifter access, you may be required to provide a guest list which must include the name and address of all parent/legal guardians for all guests attending function which are under the age of 18. All persons which are not club members will be assigned a temporary Club membership valid for 2 days.

**29. Liquor Licensing Law:**

In line with Australian current standards, the Portugal Madeira Club practices the Responsible Serving of Alcohol (RSA).

1. The venue practices strict RSA and reserves the right to refuse the service of alcohol to any guest it considers to be under age, intoxicated or behaving in an offensive manner.
2. **Any guest under the age of 18 must be accompanied by a parent/legal guardian at all times.**
3. It is against the law for guests under the age of 18 to consume alcoholic beverages or enter the Gaming Area. Under no circumstances should they do so regardless of parental/legal guardian consent.
4. Under the **Liquor Licensing Law** a person, parent or licensee must not supply alcohol to a minor. Attempting to buy liquor for a minor may incur a **Penalty that exceeds \$6,000.**
5. If guests are drunk, violent or quarrelsome they must leave the premises upon request. Failure to do so may incur a **Penalty that exceeds \$13,000.**
6. Any failure to comply with any of the above points will result in the immediate termination of the function without refund.

**We are a fully licensed venue, therefore NO alcohol whatsoever can be bought onto our premises.** If this rule is breached, we reserve the right to remove and discard any alcohol bought into the venue.

**30. Responsibility of the Hirer:**

The Hirer is responsible for:

1. Children attending the function must be under the supervision of a responsible adult at all times. Hirers must ensure that children are not placed at risk upon entering or leaving the venue.
2. The hirer assumes full responsibility and is liable for all damages caused by guests, invitees and all other people in attendance. This liability extends to all other areas of The Portugal Madeira Club inclusive of the Auditorium, Bar, Gaming Area, Outdoors Areas and Car Park.
3. The venue will take all necessary care to ensure safety of property however The Portugal Madeira Club will not accept responsibility for any damages or loss of client's / guests property on the premises before, during or after the function.
4. It is the hirer's responsibility to conduct the function with full compliance of the House Policy and venue management rules with all applicable laws inclusive. We reserve the right to intervene if activities in the function room and throughout the venue are considered illegal, noisy, and offensive or interrupt other services within the venue.

Access prior to the scheduled start time is prohibited unless prior arrangement has been made with the function coordinator.

SIGNATURE		
Function Type:		Date:
Approximate Number of People (Adults):		Children (under 12):
Name of Entity:		
Address:		
City:	State:	Post Code:
<b>I have read and fully accept the Terms &amp; Conditions stated on all 3 pages of The Portugal Madeira Club's Functions Terms and Conditions...</b>		
Signature of Authorized Representative: <b>X</b>		Date:
SIGNATURE		