



Terms & Conditions

Confirmation of booking

Deposit for a function reservation will need to be made fourteen (14) days prior to commencement of the clients booking. Once deposit is made, function date will be confirmed. If the fourteen (14) day period prior to the function has lapsed without a confirmation of a deposit, the venue reserves the right to cancel the tentative function.

Once the deposit payment has been confirmed, the booking date will be reserved by the client. A deposit of \$200 will be taken for functions under fifty (50) people. For functions of fifty (50) people and over, a deposit of \$400 will be taken. Payment for the deposit will need to be made at function booking commencement.

Final Details

Confirmation of the functions numbers and catering, including dietary requirements, need to be confirmed seven (7) days prior to commencement of the function. When numbers and catering is confirmed, changes and altering of event numbers and catering menu cannot be changed after a seven (7) day period before the function.

Membership of the Montmorency Eltham RSL must be held by the client to reserve the right to hold a function at the club. If not applicable, the client will need to sign up and pay a \$10 yearly membership fee, prior to the functions commencement.

Property Damage

Please be advised that organisers of the event will be financially responsible for any property damage, theft, vandalism sustained to the venue or function room by guests attending the function. Should any extra cleaning be necessary to return the function room to satisfactory standards, a fee will be charged to the client. It is recommended that any items that need to be left at the venue for following day pick up, clientele must notify and confirm the arrangements with management. The venue does not accept loss or damage of items left at the venue prior, during or after the function.

Cancellation Policy

Cancelling a function after deposit payment can only be confirmed when consulting our Sub-branch manager and only cancelled by the person who made the deposit. Any cancellation made fourteen (14) days prior to the function, the client will forfeit the deposit taken. Any cancellation made seven (7) days prior to function commencement, the client will forfeit the full value of the function.

Code of Conduct

All attendees of the function need to follow the venues code and practises held within the venue. This includes dress code, sign-in registry, government health guidelines, proper manner and cleanliness, and any requests as directed by venue management. All venue policies, procedures and legal responsibilities apply to all attendees of the function at all times.

Compliance with venue staff to all responsible service of alcohol guidelines and standards will need to be met by all attendees. Failure to comply, may result in the ejection and removal of uncooperative and intoxicated guests at the venue staffs discretion in line with our zero tolerance policy. It is the client's responsibility to ensure all terms and conditions listed are followed by the compliance of all guests in attendance of the function.

I confirm that I
have read and understood the above T&C's and will follow and comply.

Signed:..... Date:.....