MARQUEE FUNCTION / EVENT POLICY AGREEMENT

IMPORTANT BOOKING INFORMATION

This form does not guarantee availability of facilities. Booking confirmation must be obtained from the Function Coordinator or Management.

Contained herein is important information that you must be aware of and adhere to at all times when utilising our facilities.

BOOKING & FINANCIAL TERMS

Marquee Hire. Marquee hire applies to most functions. The standard hire fee is $600. This fee may be adjusted for unusually large or complex setups or functions of exceptional duration, with any variation advised by management. The hirer must meet Katherine Country Club membership requirements applicable to the booking.

Hire Fee & Reservation. The full $600 marquee hire fee is required at the time of booking to secure and hold the marquee for your event. This hire fee is non-refundable. Should the Katherine Country Club cancel a confirmed booking for any reason, including circumstances beyond its control, the marquee hire fee, will be refunded in full. A tentative enquiry or unconfirmed hold does not reserve the marquee, and availability remains subject to confirmation by the Club.

Booking Confirmation. A booking is confirmed only once the Club has received the full applicable marquee hire fee, this completed and signed agreement, and confirmation from the Function Coordinator or Management. Bookings made well in advance are preferred to allow adequate planning and preparation. Late bookings may be accepted at the Club's discretion, subject to availability and operational requirements.

Final Numbers. Final numbers must be provided with the booking confirmation and will be treated as the Guaranteed Number. No refunds will be given for a reduction in numbers after confirmation. Increases may be accepted if adequate notice is provided. Charges will be based on the Guaranteed Number or the number attending, whichever is greater.

Security. Security personnel are mandatory for functions with 100 guests or more. The Club may also require security for particular functions below 100 guests, depending on the nature of the event, assessed risk, timing or other circumstances. Where required, security is charged to the hirer at $100 per hour per guard. The Katherine Country Club reserves the right to cancel a function at any time or remove disruptive individuals if the safety of staff or patrons is compromised.

Bar Tab. Any bar tab is payable at the conclusion of the function unless it has been prepaid or alternative arrangements have been approved by management.

Damages, Repairs & Theft. The hirer is responsible for expenses associated with damage, breakages, theft or additional cleaning arising during the function, including acts of guests or any other persons attending, whether in the marquee or elsewhere in the venue. The Club reserves the right to assess the cost of damage and cleaning beyond normal use. The hirer agrees to pay these costs within 7 days of notification by the Club.

Marquee Access. Access for event setup must be arranged in advance with management. Due to the volume of functions, setup access may be limited to the morning of the event.

Payment Methods. The Club accepts credit card, cash or direct deposit. For direct deposits, please allow at least 3 business days for funds to clear; proof of payment may be requested. The marquee hire fee is payable upon booking, as stated above.

CATERING, ENTERTAINMENT & VENUE USE

Celebratory Cake. A celebratory cake is the only outside food item that may be brought in by the hirer without separate approval. The Club accepts no responsibility for damage to cakes while stored on its premises.

Food & Beverage. The hirer and guests must not bring or supply their own food or beverages. The Club reserves the right to remove and discard unauthorised items brought onto the premises. Exceptions may be considered with prior management approval, and surcharges may apply.

Special Dietary Requirements. The Club may accommodate special dietary or cultural requirements where sufficient advance notice is provided.

Take-Home Food / Doggy Bags. Apart from celebratory cake, leftover food from a function or event must not be taken home under any circumstances.

Entertainment. Entertainment arrangements must be made with management at least 14 days before the event. Music after 9:00 pm requires the hirer, at their own expense, to arrange a DJ, musician or sound technician to control sound levels. A sound check and agreed levels must be established with management before the event. If levels exceed those agreed, Club staff may intervene. If the responsible person is unable or unwilling to comply, the Club may stop the music or immediately terminate the function without refund.

Beyond Our Control. The Club is not responsible for losses sustained if a function cannot proceed due to robbery, fire, industrial dispute, water main break, power failure or any other event beyond the Club's control.

Decorations. Blu Tack, string and 3M Command products are permitted. Pins, sticky tape, other adhesives and glue are not permitted. Table sprinkles, confetti, party poppers, rice, flower petals and glitter are not permitted. A $100 cleaning fee applies if prohibited decorative materials are used. All decorations must be removed at the end of the function unless prior arrangements are approved by management.

Cleaning. Standard cleaning is included in marquee hire. Additional cleaning charges apply where cleaning needs exceed normal use, including major stains or spills. The Club will assess any additional cleaning required, and the hirer agrees to pay these costs within 7 days of notification.

ALCOHOL, ENTRY & CONDUCT

Bar Service & Closure. There is no separate bar service inside the marquee. Drinks for events are available through the service window at the Club's main bar, subject to normal trading hours, venue closing times, Responsible Service of Alcohol (RSA) obligations and management discretion. Bar service may be suspended or closed earlier where necessary for safety or RSA compliance.

Club Sign-In. All guests must sign in at the Club and present valid identification and proof of address as required by Club entry procedures. The hirer must advise all attendees of this requirement. Guests under 18 must be accompanied by a parent or legal guardian and must leave the venue by 10:00 pm.

Responsible Service of Alcohol. Responsible Service of Alcohol is mandatory. Persons under 18 must not consume alcohol on the premises, must remain with a parent or legal guardian and must not enter bar service areas. Management supports staff in refusing service to any person who is underage, intoxicated or behaving offensively. The venue is fully licensed and no outside alcohol may be brought onto the premises. Failure to comply may result in immediate termination of the function without refund.

Hirer Responsibilities & Club Rules. The hirer is responsible for ensuring that the function complies with the Club's House Policy, management directions and all applicable laws. The Club may intervene where activities in the marquee or elsewhere on the premises are illegal, excessively noisy, offensive or interfere with other venue services.

ACKNOWLEDGEMENT & SIGNATURE

By signing below, I confirm that I have read, understood and agree to the terms and conditions of this Marquee Function / Event Policy Agreement. I acknowledge that signing alone does not confirm my booking; confirmation is subject to payment and acceptance by the Club as described above.

FIRST NAME _____ **SURNAME** _____

DATE OF FUNCTION _____ **FUNCTION TYPE** _____

STREET ADDRESS _____ **SUBURB** _____

POSTCODE _____ **ADULTS (APPROX.)** _____ **UNDER 18 (APPROX.)** _____

COMPANY / ORGANISATION (IF APPLICABLE)

_____

PRINTED NAME OF HIRER / AUTHORISED SIGNATORY

_____

SIGNATURE _____ **DATE SIGNED** _____