



**Booking Agreement**  
**Terms and Conditions**

*The following Booking Agreement must be signed by the client as acceptance of the outlined terms and conditions. Each page requires signing. Redlands Baseball Club Inc. will be referred to as RBC in this document.*

***Tentative Bookings***

A tentative booking will be held for a period of fourteen (14) days unless an enquiry is made about this date, in which case you will be notified by us. Management reserves the right to cancel any unsecured booking without notice after this time if confirmation has not been received.

***Securing Your Booking***

This agreement must be signed and returned within fourteen (14) days along with the appropriate room hire cost to secure your booking which will constitute your deposit. If your agreement and deposit are not received in that time RBC Management reserve the right to reallocate the room.

***Cancellations***

All cancellations must be given in writing to the RBC Management. The following refunds will apply:

Cancellation	Refund available
More than 6 months from your event	Full refund
Between 6 to 3 months	Full deposit retained until room is successfully re-booked
Between 3 months to 8 days	50% of deposit retained and the further 50% retained until the room is successfully rebooked
Between 7 days to 49 hours	Full deposit retained and 50% of all other costs refunded.
48 hours or less	No refunds

Client name: \_\_\_\_\_ Organisation (if applicable): \_\_\_\_\_  
Date of Function: \_\_\_ / \_\_\_ / \_\_\_ Membership number (if applicable): \_\_\_\_\_

Clients signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

## **Pricing**

While we endeavour to maintain all prices as printed, they may be subject to increase at management's discretion. Please take this into consideration, especially for events booked well in advance. If pricing should change, you will be given a minimum of three months notification. The following prices are applicable for room hire:

	<b>Member's</b>		<b>Non-Member's</b>		<b>Corporate*</b>	
<b>Room</b>	<b>Ordinary</b>	<b>Sunday and Public holiday's</b>	<b>Ordinary</b>	<b>Sunday and Public holiday's</b>	<b>Basic</b>	<b>Night/W'end</b>
Full room 200 people max	\$300	\$400	\$500	\$600	\$300	\$400

*\*Corporate rate is for meetings and seminars only where no food or beverage packages are selected and there are no direct staffing requirements. If more than the basic room is required, the normal rates outlined above will apply. Basic Corporate rate is Monday – Friday 6am til 6pm and Monday – Wednesday night. Room capacity stated is maximum – capacity will vary depending on room configuration.*

A \$500 security bond will also be required with your final payment. This bond is refundable according to the conditions outlined below under cleaning and damages, decoration and signage clauses.

We have a full industrial Kitchen for use by your caterer. Use of our Kitchen will incur a \$150 charge and will increase the required bond by an extra \$100.

A security surcharge will be applied to all 21<sup>st</sup> Birthday functions, unless you can provide your own security through a licensed security company. Parties up to 50 people: \$100, 50 to 100 people: \$200, over 100 people: \$300.

A bar staff surcharge will be applied to all functions.

Parties up to 80 people: \$30 per Hour, 80 people to 150 people: \$55 per Hour, 150 people to a maximum of 200 people: \$80 per Hour.

## **Times**

Your function room is hired for a period of 5 hours only finishing at 12:00pm. Extensions to these times will need to be approved by the RBC Management prior to your event and will be charged at \$100 for every extra hour required.

## **Final Numbers**

An indication of the number of guests will be required during your initial enquiry and a more accurate figure at your planning meeting with our RBC Facilities Manager. Final numbers will be required at least seven (7) days prior to your booked date - this will constitute your minimum number of guests for pricing purposes. Once your final numbers have been confirmed, no alteration to those numbers is permitted. Charges will be rendered according to the number of guests attending the function or the confirmed number - whichever is greater

Clients signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### ***Payment***

All monies (including catering, and any other costs) must be paid at least seven (7) days prior to booked date.

Payment can be made by cash, cheque (payable to "Redlands Baseball Club") or credit card (Masters Card, Bank Card, Visa). Please retain your receipt for proof of payment. Cheques must be cleared by the due date of payment, therefore if paying by cheque you should allow at least five (5) working days for clearance.

Interest at the rate of 20% per annum calculated daily will accrue on any late payment from the date of default to the date of payment.

### ***Storage***

RBC will take particular care with any goods delivered to the premises prior to your event however will not accept responsibility for any loss or damage to property left on the premises prior to, during or after an event. However, delivery of goods can not be more than two days out from your function. We will endeavour to meet reasonable storage requests, however we have limited storage space available and all storage requests must be made at least seven (7) days prior to your event.

### ***Signage and Decoration***

You are permitted to display signs in the function rooms subject to obtaining the prior written consent of the RBC Management. Under no circumstances are you or your employees, agents, contractors or guests allowed to use nails, screws, staples, tape, blue tack or any other adhesive to any wall, door, ceiling or other surface or part of the building.

You are liable for any loss or damage caused by the placement or the removal of any signs or decorations in accordance with this clause.

### ***Damages and Losses***

The client at the time of making the final payment is required to pay a security bond in cash or bank cheque or credit card in the sum stated above to be applied to against any loss or damage incurred by RBC as a consequence or in the course of holding the function or in consequence of the actions of any guest prior to, during or after the function. Any balance of the security bond after allowing a reasonable estimate of such loss or damage (if any) shall be refunded to the client within five (5) business days of the function. If the security bond is insufficient to pay for such loss or damage, the client will pay the estimated short fall within five (5) days of a request in writing to do so.

### ***Cleaning***

There will be an additional cleaning charge if confetti, rice, sprinkles etc are used. Additionally there will be a cleaning charge if soiling or damages occur to carpets and/or furniture or if there is an unreasonable amount of cleaning to be done following your function.

Clients signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## ***Licensing***

### ▪ *Liquor*

RBC is a licensed premise. RBC is committed to The Responsible Service of Alcohol and reserves the right to refuse service to underage, intoxicated or abusive guests in events or functions. RBC reserves the right to exclude or eject any guest from the function or from the premises without refund to the client.

Guests may be asked to produce proof of age identification. This should be a current Australian Driver's Licence, Passport or Department of Transport issued 18+ card. If a person cannot produce appropriate identification they will be considered underage. Any underage drinking detected will be treated as a serious offence and management reserve the right to cease the function without refund to the client.

All parties drinking alcohol must remain with their drinks inside the designated Club areas and can not take drinks outside those areas.

Under the responsible service of alcohol guidelines, it is a requirement that a minimum of 2 hot and 2 cold canapés are served each hour of the function period if no other food is served.

Event organisers and their guests are strictly prohibited from bringing alcohol or food onto the property and/or into function rooms.

### ▪ *Permits*

Event organisers shall be liable at their own expense to obtain all permits and consents as required for the conduct of the event or any part thereof, over and above those already held by RBC with prior approval by RBC; and shall indemnify RBC in respect of all losses incurred as a consequence of any failure by the client to obtain any such permit or consent. RBC shall be at liberty to prevent any activity for which any required permit or consent is not obtained by the client, without being liable to the client for any loss occasioned by such prevention.

## ***Smoking***

Smoking is not permitted in any part of our Club. Smoking is permitted in the signed outdoor areas only. Please use the ashtrays provided and do not use our gardens as ashtrays. Smoking bans have been applicable to all internal areas of the club since July 1<sup>st</sup>, 2006.

## ***Children***

We welcome children at the RBC. Children must be supervised at all times. Guests under the age of 18 must be accompanied by an adult at all times, this person is considered to be of 'parental decision making age'.

Clients signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



**Redlands Baseball Club**

**Booking Agreement Report**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Details:** (h) \_\_\_\_\_ (w) \_\_\_\_\_  
 (m) \_\_\_\_\_

**Date of function:** \_\_\_\_\_

**Type of function:** \_\_\_\_\_

**No of guests:** \_\_\_\_\_

**Payment Method:**     Cash     Credit Card     Cheque

Hire	Comment	Charge	Bond
Room Hire (see Pricing Table)			\$500.00
Kitchen Hire (\$150 plus \$100 bond)			
Bar Staff (\$35hr or 80 plus \$55hr)			n/a
Security			n/a
Other			
<b>Total</b>			

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Total payment applicable:** \$ \_\_\_\_\_

**Date of payment:** \_\_\_\_\_

**RBC Manager:** \_\_\_\_\_ **Client:** \_\_\_\_\_

**Clients signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_



**Redlands Baseball Club**

**Security Bond Report**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Details: (h) \_\_\_\_\_ (w) \_\_\_\_\_  
(m) \_\_\_\_\_

Date of function: \_\_\_\_\_

Type of function: \_\_\_\_\_

No of guests: \_\_\_\_\_

Payment Method:  Cash  Credit Card  Cheque

Customers bank details for refund purposes:

BSB: \_\_\_\_\_ A/C no \_\_\_\_\_

Name of Bank: \_\_\_\_\_

A/C name: \_\_\_\_\_

The following damages were recorded:

Item	Cost

Security comments: \_\_\_\_\_

\_\_\_\_\_

Total refund applicable: \$ \_\_\_\_\_

Date of refund: \_\_\_\_\_

RBC Manager: \_\_\_\_\_ Client: \_\_\_\_\_

Clients signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_