

TERMS AND CONDITIONS

1. CONFIRMATION

The University of Adelaide Club will issue a tentative Event Sheet which will need to be signed and returned within 7 days of issue. The University of Adelaide Club reserves the right to cancel the booking and allocate the space to another Client if confirmation is not received.

2. SECURITY DEPOSIT

A security deposit may be required for bookings with food, beverage or afterhours components. At times, it is at the discretion of The University of Adelaide Club that a minimum deposit of \$300 or 20% off the estimated function cost (whichever is the greater) may be required at the time of confirmation.

3. PAYMENT

An Invoice will be raised by The University of Adelaide Club after the Event. Payment is required with 14 days of receipt of the Invoice.

4. ROOM ALLOCATION

The University of Adelaide Club reserves the right to assign another room for the Event, in the case that the room originally designated is unavailable.

5. CANCELLATION

Room cancellations require a minimum notice of 3 business working days. Failure to do so will incur a \$50 late cancellation fee. Food & Beverage cancellations require a minimum notice of 5 business working days. Failure to do so will incur a cancellation fee equal to 50% of the costs.

6. DURATION OF EVENT

All Events within Union House must conclude by midnight as per The University of Adelaide Club's Liquor Licensing Agreement. All patrons must vacate the premises 30 minutes after the conclusion of the Event.

7. PRICES

All prices are current at the time of quotation and are subject to revision by The University of Adelaide Club prior to the signing of a Event Sheet. All prices quoted are inclusive of GST. In the event that the GST is varied by law, the new rate of GST will apply.

8. COMMENCEMENT AND VACATING OF ROOMS

The Client agrees to begin the function and vacate the designated function space at the time agreed upon on the Event Sheet. If the function should extend beyond the agreed finish time, The University of Adelaide Club reserves the right to on charge the associated costs to the Client.

9. FOOD & BEVERAGE PRODUCTS

All food and beverage arrangements will need to be made at the time of booking and confirmed on the Event Sheet. Additional food or beverage items not confirmed by The University of Adelaide Club will not be permitted at the Event.

10. CLEANING

An \$80 cleaning fee is applicable to those functions that source external catering and / or if the University of Adelaide Club deems that the venue is not up to standard after an initial clean, additional cleaning fees may be charged.

11. DISPLAY AND SIGNAGE

No items are to be nailed, screwed, stapled or adhered to any wall, door or other surface or any part of the building.

12. DAMAGE

Clients are financially responsible for damages or loss of merchandise left in the buildings or environs prior to or after the Event. Clients goods must be removed from the premises at the conclusion of the Event. The Client is required to inform all relevant persons involved in the organising of the function, whether colleagues or contractors of these Terms and Conditions. Clients should arrange their own insurance.

13. COMPLIANCE

It is understood that the Client will use their best endeavours to ensure that it, its guests and the Event is conducted in an orderly and professional manner in full compliance with The University of Adelaide's Club procedures and recommendations. The University of Adelaide Club reserves the right to exclude or eject any and all objectionable persons from the Event or the premises without liability.