

Knox Club Terms & Conditions

Registration of Non Members

As the Knox Club is a licensed club, it is a requirement of the Liquor Licensing Act that all non-members are **SIGNED IN**. A guest register is provided and all non members must fill in their **FULL NAME** and **HOME ADDRESS** upon arrival.

Dress Code

Function patrons who do not meet the Knox Club dress code will not be permitted entry into the Knox Club. All patrons must observe the Club's dress regulations. Neat and clean attire at all times. NO revealing, untidy or ripped clothing. Work boots, bare feet, moccasins, ugg boots & slippers are not permitted. Overalls, singlets, stubbie shorts, swimwear, lumber jackets, caps and head gear are not permitted.

Confirmation of Booking

Tentative bookings are held for 7 days. Upon selection of your date, your booking will be considered as confirmed upon receipt of a deposit, together with your booking form. The Knox Club reserves the right to cancel the reservation if the booking form and deposit has not been received within 7 days of the original reservation. If in the opinion of Management, a \$500.00 bond may be required to secure your booking. This bond will be held until the week following the function when it is fully refundable, unless damage has been caused by any person attending the function.

Cancellations

Cancellations in excess of 60 days notice prior to the scheduled event will receive a full refund.

Cancellations within 30-60 days will receive a 50% refund.

Cancellations within 30 days of the event will incur a loss of deposit. The organiser shall pay on demand any costs incurred for the said function.

Function Details

The planning of the menu and service must be finalised a clear 14 days in advance. Confirmation in writing by letter or contract, detailing the services and costs will be required from the function organiser in authority to effect the subsequent payment against the invoice.

Function organisers and their guests are not allowed to consume food or beverage other than those supplied by the Knox Club.

Final Numbers and Payment

A final and chargeable number of guests attending the function are required **7 WORKING DAYS** prior to your function. This number will be considered your minimum guarantee and is **NOT** subject to reduction. Requests for increasing the guarantee within a 72 hour period are subject to Knox Club approval and will result in additional charges.

Payment for function (excluding bar tab) is required 7 days prior to your function. The form of payment is Cash, Credit Card or by account previously arranged with our Function Manager.

Damage or Theft

The hirer is liable for any damage or theft that may occur in relation to your function and all expenses will be expected to be paid within seven days. The hirer indemnifies the Knox Club against any claim for loss, damage or theft of any goods belonging to the hirer or their guests.

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Menu Prices, Validity and Surcharges

All prices are current at the time they are submitted and are subject to increase without notice. These prices are applicable to functions held during weekdays and Saturdays and prices are subject to revision until the final menu and service details are approved in writing by the Function Manager.

Decoration and Technical Requirements

Decorations and technical requirements other than those featured in the function room should be discussed with our Function Manager as these may incur additional costs and require in-house assistance for access and set up.

NO decorations are permitted to be mounted on any of the walls or doors.

Security

If in the opinion of the Management it is necessary to employ extra security, the cost of employing such staff shall be added to the charge. All 21st birthday celebrations will incur a charge for security. Management reserves the right to decide on the number of security staff required per event.

Other Charges

Sunday Functions– 5% surcharge on Food and Room Hire.

Public Holiday Functions – 15% surcharge on Food and Room Hire.

Delivery of Equipment

Equipment delivered for a function must be marked for the attention of the Function Manager with function name. The Knox Club will not be liable for any damage or loss to such equipment. Organisers should arrange their own insurance for additional equipment delivered prior to date of function.

Limit of Hiring

If the room booked cannot be made available due to causes beyond the control of the Knox Club, the Knox Club reserves the right to substitute a similar room. In the event that the Knox Club cannot be made available to the hirer on the date/s for which it has been hired by reason of flood, fire damage, industrial dispute or any other reason, the Management shall not be liable for loss. The hirer shall be entitled to use only the parts of the building hired and shall vacate it punctually at the time specified by the Management. Management reserves the right to let any other portion of the building for any purpose at the same time.

Smoking Policy

Guests will only be permitted to smoke in a nominated area.

Car Parking

Parking is strictly at owner's risk.

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