

# KNOX CLUB BOOKING FORM

Name of function booking: \_\_\_\_\_

Contact (full name) \_\_\_\_\_

Email: \_\_\_\_\_

Contact number: \_\_\_\_\_ Occasion: \_\_\_\_\_

Date req: \_\_\_\_\_ Membership number: \_\_\_\_\_

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

Times required: Start: \_\_\_\_\_ Finish: \_\_\_\_\_

Catering option: \_\_\_\_\_ Cost per person: \_\_\_\_\_

Optional extras required: \_\_\_\_\_

Room Hire: Elms room full member: \$250 Elms room guest: \$300

Asley room: \$200

Jensen: \$200

The Deck: \$150

Bookings are considered tentative until receipt of deposit and signed booking form is returned. Final numbers of attendance and catering are required **14 DAYS** prior and final payment (excluding bar tab) must be confirmed and **PAID** for in full, **7 DAYS** prior to your function date.

These numbers will be considered as your minimum guarantee and are **NOT** subject to change. Requests for increasing numbers within a 72-hour period are subject to Knox Club approval and may result in additional charges. The Club may advise that extra security will be required for certain events this additional cost will be payable by the client.

I acknowledge and accept having read the terms and conditions and understand the information and have retained a copy of my information. I further comply with all aspects of such conditions on acceptance of this application form.

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

**A deposit is required to secure your function booking, to accompany this form.**

## OFFICE USE ONLY

Deposit paid: \_\_\_\_\_

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

Receipt no: \_\_\_\_\_

Cash    Cheque    Visa    Mastercard

Taken by: \_\_\_\_\_

Remaining amount to be paid: \_\_\_\_\_

Due by:    /    /

Account No: \_\_\_\_\_

Date received:    /    /

# TERMS & CONDITIONS

## Dress code

Function patrons who do not meet the Knox Club dress code will not be permitted entry into 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. Celebration of life bookings are required to pay a \$200 bond upon booking which will be deducted from the total function cost upon payment.

## 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 prior. Function organisers and their guests are not allowed to consume food or beverage other than those supplied by the Knox Club. Access to the room booked will be no earlier than one hour prior to the event start time.

## Final numbers & payment

A final and chargeable number of guests attending the function are required 14 DAYS prior to your function. This number is not subject to reduction and no refunds will be given. Requests for increasing numbers will result in additional charges. Sunday functions incur a 5% surcharge on food & room hire. Public holidays incur a 15% surcharge on food and room hire. Payment for function (excluding bar tab) is required 7 days prior to your function, the form of payment is cash, credit card or electronic funds transfer only.

## Property damage

The client will be responsible for any damage that may occur in relation to their function by all guests attending. In addition, the client indemnifies The Knox Club against any claim for loss, damage or theft of any goods belonging to the client or their guests.

Signed: \_\_\_\_\_

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