



# TERMS AND CONDITIONS

Maze Group takes great pride in being of service for your function and providing you with an event to remember. To enable us to maintain a high degree of service, we have some conditions to ensure that your function runs smoothly and efficiently. Maze Group has extensive experience in Weddings and Events. Should you have any queries in relation to the information below please do not hesitate to contact our functions team on 1300 747 646. Whether it is to assist you with event matters or help you source supplies for your special day.

## SELECTING THE MENU

Whilst we are able to provide a range of sample menus for your perusal, menus do need to be finalised fourteen (14) days prior to your function date. Please feel free to make suggestions, as we can tailor the menu to suit your personal requirements and budget. We cater for all special dietary requirements. Children's menus are available on request.

All function food to be consumed in the Event venue. Under no circumstances is food to be taken off premises, excluding cake provided by the client.

No food or drinks (including alcohol) is to be brought onto the premises with the exception of wedding and special occasion cakes.

## PRICING INFORMATION

All prices are quoted inclusive of GST. Children under the age of 4 years will not attract a charge.

## LIQUOR / LICENCE

Due to licensing laws we require all functions to end no later than midnight. Liquor licensing requires serving of alcohol to cease half an hour prior to your function ending. By law we must also respect the Responsible Service of Alcohol laws and should a patron be intoxicated, staff and management have the right to refuse service.

Licensing laws prohibit the sale or consumption of beverages on the premises, except those supplied by the club. The department of Gaming & Racing requires that anyone living within a five (5) km radius of the club, either be a member or be signed in by a member to attend any functions within the club. Children are to be under Adult supervision at all times whilst within the premises.

## INSURANCE / DAMAGE

Maze Group will exercise due care and caution whilst handling the property of organisers. Unfortunately no responsibility will be accepted in relation to damage or loss of property, before, during or after a function and we suggest that separate cover be arranged. Please confirm with our Functions Department before you commence arranging display material etc. Any damage caused to the property, furniture or fittings of Maze Group will become the financial responsibility of the functions organiser. Confetti, rice or similar materials inside or outside the club is not permitted. At our discretion should the premises be left in an unacceptable state, a cleaning fee will be charged. Maze Group will not tolerate abusive or unruly behaviour that offends its staff, members and guests, and reserves the right to cancel the function at any time should the rules of the club be breached.



## ROOM HIRE

Room Hire Room Hire, where applicable, is dependent upon the number of persons, function requirements and space utilised. Once paid this is non-refundable.

## PUBLIC HOLIDAYS

Functions held on public holidays will attract a 10% surcharge from Maze Group and are at discretion of club management subject to club surcharges.

## CONFIRMATION / DEPOSITS / PAYMENTS

In order to confirm/secure a booking date, a deposit is required. The amount of the deposit will be calculated depending on the function. Maze Group has the right to cancel a booking if no deposit or room hire has been received.

Confirmation of numbers attending must be made fourteen (14) days prior and final payment must be made seven (7) days prior to function date and this number will be the basis for calculation at which time full payment for the food, entertainment and decoration component of the function is required. If the number of actual attendees falls below the final confirmed you must still pay the total event charge. If the number of actual attendees increases from the number notified Maze Group will make every effort to cater for the additional attendees and these will be charged an additional fee.

## PAYMENT CAN BE MADE BY:

Bank Cheque, Direct Debit, Cash, MasterCard, AMEX or Visa.

### Deposits are only refunded by the guidelines below:

1. All cancellations must be given to the Functions Co-ordinator in writing.
2. If the function is cancelled 60 days or more prior to the function 50% of the deposit will be refunded. Any room hire fee that has been paid is non-refundable.
3. If the function is cancelled 60 days or less prior to the function date, full deposit and room hire payment of the event is non-refundable.
4. If the function is cancelled within 7 days of the function date the total (100%) of the event charge is payable. Amendments to these agreements shall only be valid if made in writing and signed by Maze Group.
5. Terms and conditions will be deemed as accepted when a deposit or room hire is paid and/or written confirmation as been given.
6. If the function is cancelled due to a Public Health order a full refund will be given on any monies paid.
7. If you choose to cancel your function due to covid concerns (not due to a Public Health Order) an administration fee of \$100 will be payable.

Amendments to these agreements shall only be valid if made in writing and signed by Maze Group.

Terms and conditions will be deemed as accepted when a deposit or room hire is paid and/or written confirmation has been given.

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FULL NAME

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DATE

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SIGNATURE

