



## CATERING - TERMS AND CONDITIONS

**TENTATIVE BOOKINGS:** A tentative booking will be held for a period of 14 days only, after which time the booking will be released. Confirmation of a booking is to be made in writing, together with a minimum deposit of \$500.00 or 10% of the estimated food and beverage revenue. Otherwise Thoroughbred Park reserves the right to cancel the booking and allocate the venue to another client. If the booking is made within 14 days of the event, then a 50% deposit will be required at the time of confirmation, which is non-refundable.

**CATERING DETAILS:** We are most pleased to assist in the choice of menu from our superb range of food and beverage items. To achieve the highest possible standards, we would like to receive confirmation in writing of all relevant details of the function at least 21 days in advance. Information such as function room setup, menu selection, beverage requirements, musician and entertainment requirements, estimated number of guests, duration of function and miscellaneous equipment is also required at this time. Entertainment and Children's' menus and prices are available upon request.

**COMMENCEMENT AND VACATING OF ROOMS:** The Client agrees to begin the function and vacate the designated function space at the scheduled times agreed upon. In the event that a function should go beyond the agreed finishing time, and the following client is inconvenienced, Thoroughbred Park reserves the right to charge whatever extra costs are reasonably incurred to the client to ensure the smooth operation of the following function.

**GUARANTEED NUMBERS:** A guaranteed number of guests attending functions are required by 1200 noon, four working days prior to the event. This is the minimum number of guests you will be charged for. If no guaranteed number is received, the number of guests listed on the banquet event order will be prepared and charged for.

**MINIMUM FUNCTION NUMBERS:**

Function: Minimum function numbers for a Banquet; Buffet; Luncheon; Dinner; or Dinner Dance are 70 guests. Refer to Surcharges for applicable fees related to 69 or less guests.

Cocktail Party: Minimum function numbers for a Cocktail Party are 50 guests. Refer to Surcharges for applicable fees related to 49 or less guests.

Conference: Minimum function numbers for a Conference are 30 guests. Refer to Surcharges for applicable fees related to 29 or less guests.

**CANCELLATION POLICY:** Any event cancelled 91 days or more prior to the event will not incur a cancellation fee and any deposits (except for external venues) paid will be refunded to the client.

**90-31 Days prior arrival:** In the event of the function being cancelled between 31-90 days prior to the function, a cancellation fee equal to the deposit paid will apply, unless the room is subsequently re-booked.

**30-8 Days prior to arrival:** In the event of the function being cancelled 8-30 days prior to arrival, a cancellation fee equal to the deposit paid and 50% of the estimated revenue will apply.

**7 Days or less prior to arrival:** In the event of the function being cancelled 7 days or less prior to arrival, a cancellation fee equal to 100% of the estimated revenue will apply.



**EVENT SOUND PEOPLE CANCELLATION POLICY:** A 25% surcharge will be charged for confirmed bookings cancelled within seven days of the scheduled hire.

**SURCHARGES:**

Sunday & Public Holidays: A labor charge of 15% of the total food and beverage accounts is applicable to all functions held on a Sunday or Public Holiday.

Sunday & Public Holidays: A surcharge of 20% of the Room Hire Fee is applicable to all functions held on a Sunday or Public Holiday.

Functions: Functions with less than 70 guests will incur a surcharge of \$100.00.

Cocktail Party: Cocktail Parties with less than 50 guests will incur a surcharge of \$100.00.

Conferences: Minimum of 30 people. Conferences with 21-29 persons will incur a surcharge of \$5 per person; Conferences with 20 or less incur a surcharge of \$10 per person.

All functions that proceed after midnight incur a surcharge of \$3.00 per person per hour or part thereof based on the final number guaranteed.

A service fee of \$3.00 per person, per course applies for an alternate meal selection. Alternate meals are two selections only.

A service fee of \$150.00 applies for functions that request a mobile bar set in the function room.

**BREAKOUT ROOMS:** Breakout rooms can be booked at an additional charge of \$100.00 per room, per day. Rooms are subject to availability and will need to be booked at the time of the original booking.

**SLIPPAGE:** In the event that within 90 days prior to the function, the Expected Attendance slips by more than 20%, then the agreed catering cost will need to be renegotiated.

**DAMAGE/INSURANCE:** Thoroughbred Park will not accept responsibility for damage or loss to equipment or merchandise left on the premises prior to, during and after functions. Clients are financially responsible for any damage sustained to Thoroughbred Park and its contents and property or owned or in the care or custody of Thoroughbred Park by the Client, Client's guests, invitees or other persons attending the function, whether in the area reserved or any part of Thoroughbred Park.

**SECURITY:** Thoroughbred Park reserves the right to exclude or reject any and all objectionable persons from the Thoroughbred Park premises without liability. If Thoroughbred Park has reason to believe that a function will effect the operation of Thoroughbred Park, its security or reputation, it reserves the right to cancel the function without liability. Our Security Manager will gladly discuss any requirements you may have regarding security.

**PRICE VARIATION:** Every endeavor is made to maintain prices as printed, but these are subject to alteration without notice. Prices are inclusive of GST.

**RENTAL CHARGES:** Room hire charges, if applicable, are dependant on the time period required, number of guests in attendance and overall catering requirements. Our Function Department will discuss rates together with your requirements.

**ROOM ALLOCATION:** Thoroughbred Park reserves the right to assign another room for the organized function in the event the room originally assigned shall be unavailable or inappropriate in the opinion of Thoroughbred Park.



**RESPONSIBLE SERVICE OF ALCOHOL:** Thoroughbred Park reserves the right to discontinue the service of liquor at any time, irrespective of any arrangements made for the event.

**COMPLIANCE WITH LEGAL OBLIGATIONS:** Thoroughbred Park reserves the right to restrict or completely discontinue the provision of its services to the Client at any time without liability where the provision of such a service to the Client would be against the law.

**FORCE MAJEURE:** Performance of this contract is contingent upon Thoroughbred Park not being restrained from making arrangements associated with the Client's request due to factors beyond its control including, but not limited to, industrial action, acts of God, accidents, compliance with authorities, restrictions on travel, transport, food and beverage supply. At no time will Thoroughbred Park be held liable for any type of loss or damage resulting from such an event, whether based on a breach of contract, warranty or otherwise.

**FUNCTION PAYMENT:** Payment of the full outstanding amount of the food account, beverage account, and all fixed charges / special requirements is required 2 WORKING DAYS before the event, based on final numbers. Any additional charges incurred after this date are to be settled on the day / night of the function.

**Please note that American Express is unable to be accepted at Thoroughbred Park.**

**WEDDING PAYMENT:** Full payment for all wedding receptions is due 2 working days prior to the event, along with final numbers & all final details such as a seating plan and beverage/menu requirements. Decorations and any additional equipment (chair covers, table runners, place cards, seating plan display for guests etc) are also required at this time.

**RACE DAY FUNCTION DRESS STANDARDS:** Badge & ticket holders are required to maintain a suitable standard in keeping with the dignity of the stand. Gentleman must wear neat casual trousers (dress jeans are permitted). Dress skivvies are acceptable. Ties are not required.

Windcheaters, parkas, tracksuit tops, collarless shirts, shorts, thongs, sneakers or running shoes are not considered a suitable standard. Notwithstanding the above, the Club reserves the right to exercise discretion regarding dress.

**CHILDREN AND UNDERAGE PERSONS:** Children under 15 years of age must be accompanied by an adult and must be suitably attired. Persons under the age of 18 years are not permitted to purchase or consume alcohol, nor are they permitted in any of the public bar areas.

**SMOKING:** Thoroughbred Park is a non-smoking venue. Smoking is not permitted in any of the restaurant function rooms – Black Opal Room, Silks Restaurant, Rich Reward Room & the Betting Ring. Smoking is permitted outside in the grandstands and on all public lawns.

Canberra Racing Club will not allow or tolerate lewd entertainment, including strippers, on the premises.

Canberra Racing Club will not hire the facilities for the use of "casino" type gambling.

Canberra Racing Club will not hire the facilities for, or tolerate heavy metal music at functions. Any functions which intends to stage live music or play recorded music can only do so after consultation with the Club, reasonable permission will not be withheld.



**GENERAL CONDITIONS FOR HIRING:** The Canberra Racing Club is committed to providing a safe and productive work environment for all staff and associated personnel.

The Committee and management of the Canberra Racing Club considers that harassment by or towards staff, contractors, suppliers or customers is an unacceptable form of behaviour, which will not be tolerated.

Canberra Racing Club does not allow eighteenth birthday's to be conducted at Thoroughbred Park.

Canberra Racing Club will not allow or tolerate the use of illegal drugs on the premises and will refuse entry of any persons considered to be under the influence of drugs.



# TERMS AND CONDITIONS

*I have read and understand the above terms and conditions:*

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

Name (please print): \_\_\_\_\_

For (name of company if the authorized representative of the hirer): \_\_\_\_\_

\_\_\_\_\_  
(Please print)

The above named business has the following insurance cover:

(Please circle relevant cover below)

Public Liability Insurance                      Period of cover \_\_\_\_\_

Workers Compensation Insurance              Period of cover \_\_\_\_\_

Personal Accident Insurance                  Period of cover \_\_\_\_\_

**One copy of this agreement, signed, must be returned together with the deposit.**

**Billing Details to whom the bill will be sent:**

**Name**

(First) \_\_\_\_\_ (Surname) \_\_\_\_\_

**Address**

(Number/Unit) \_\_\_\_\_ (Street) \_\_\_\_\_

(Suburb) \_\_\_\_\_ (State) \_\_\_\_\_ (Postcode) \_\_\_\_\_

(Phone) ( ) \_\_\_\_\_ (Fax) ( ) \_\_\_\_\_



## SECURITY DEPOSIT TAX INVOICE

Name of Function: \_\_\_\_\_

Date of Function: \_\_\_\_\_

Deposit Type	Due Date	Amount Due
		<b>\$ 500.00</b>

Payment may be made by cheque (payable to Canberra Racing Club), credit card or by direct deposit into the following bank account –

**For Electronic Funds Transfer:**

**Branch:** Commonwealth  
**BSB No:** 062 904  
**Account Name:** Canberra Racing Club Inc.  
**Account Number:** 10302501  
**ABN:** 21 423 896 409

**For Credit Card Payment:**

**Credit Card Type:** \_\_\_\_\_

**Credit Card Number:** \_\_\_\_\_

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

**Signature:** \_\_\_\_\_

**Please note that Thoroughbred Park can only accept the following credit cards Visa, Master Card.**

Please attach a copy of this invoice to your payment if paying by credit card or cheque, attention to: **Function Sales Executive, Canberra Racing Club, PO Box 275 MITCHELL ACT 2911** or facsimile 02 6241 5697.

If payment is to be made via electronic funds transfer, please forward receipt number once payment has been made to: **Function Sales Executive, Canberra Racing Club, PO Box 275 MITCHELL ACT 2911** or facsimile 02 6241 5697.