



On-site Catering and Function Policy

- No food may be brought on to the premises excluding a cake with prior arrangement. There will be a fee for bringing a cake.
- No food may be removed from the premises.
- Final catering numbers must be advised a minimum of four (4) working days prior to the function.
- Final catering numbers may be increased by mutual agreement, but may not be decreased. If fewer people attend the function, the agreed final number for catering will be charged.
- Payment for group bookings must be made as one payment unless otherwise arranged.
- No beverages may be brought on to the premises.
- No beverages may be removed from the premises.
- Decorations may be used but must not be affixed to surfaces using pins, staples, Sellotape – Blu Tack is recommended.
- Decorations, if used, must be removed immediately after the function. If not removed, a cleaning charge may be applied.
- A fee may be incurred for tablecloths.
- Functions requiring a Special Licence must be booked a minimum of twenty five (25) working days in advance. A fee may be incurred for the licence.
- Matamata Club does not provide technical support for any equipment hired through the Club.

Terms and Conditions – Room Hire Bond

Depending on the nature of your function, you may be required to pay a room hire bond of \$500 14 days prior to the date of your function being held. This applies to all 21st birthday parties, and acceptance of any function is at the discretion of Matamata Club management. Matamata Club reserves the right to refuse refund of room hire bond at their discretion and provided the actions as outlined below in items 1, 2 and 3 are not evident. The bond will be reimbursed within three (3) working days wherever possible and may be credited to a bank account, paid by cash or paid by cheque.

Guest Behaviour

Matamata Club Inc has procedures in place to protect the interests of the Club, its staff and members, the Client and the Client's guests in event of the following events occurring, or during the course of a function:

1. A liquor licensing infringement occurring on the Club's premises – this includes guests bringing alcohol on to the premises;
2. Damage to the Clubrooms, and the Club's equipment, by guests;
3. Violent or abusive behaviour by guests towards staff and/or other guests.

A pro-active approach will be primarily applied by the Club's staff to prevent these events from occurring. There will be an attempt to contact the Client to inform them of the situation as a courtesy, but the decision in respect to what final actions to take will be determined solely by the Club's badged Responsible Person/s. This may result in any of the following actions being taken:

- A verbal warning being issued to the offending person.
- Refusal to continue service of alcohol to the offending person.
- Eviction of the offending person from the Club's premises, using necessary force as permitted by law if required.
- Refusal to continue service of alcohol to all guests.
- Complete shut-down of the function, and removal of all guests from the premises.
- Calling the Police to remove offending persons who refuse to leave the Club's premises after being directed to do so.

The Club's bar staff, as representatives of the Club, have the right to evict any person(s), and/or shut-down any function, at any stage during the function, regardless of the wishes of guests or the Client, if they feel that their personal safety, the Club's liquor license, the Club's property or other interests are at risk. The Functions Manager may also request details prior to the function of any security measures that the Client intends to take to ensure the safety and protection of staff and guests, and may request further measures be taken if he or she is unsatisfied with the measures proposed by the Client.

Security

For 21st functions and other functions deemed necessary by the Functions Manager, Matamata Club may request that the client organise security to ensure the safety of guests at the club. This is to be organised and paid for by the client. Any damage or incident is at your cost so it acts as insurance for your event. You may utilise any licensed service you wish but the security must be licensed professionals. Please discuss with the Functions Manager your security requirements for your function.

Damage

Be aware that the state of the building will be agreed upon before the function, if not it is assumed there is no existing damage in the venue. Should any damage occur during the function, the repair of that damage will be at the expense of the hirer and the cost of repair will be taken from the bond (\$500). In the event the bond is not sufficient to cover the value of the damage then the hirer will be invoiced for the balance owing.

Insurance

The Club bears no responsibility for any potential liability caused by third parties that are hired by the client, such as security guards, DJs etc. These third parties are expected to have their own personal and professional liability insurance policies in place.