

Bridges Event Centre (B.E.C)

Terms and Conditions

1.0 The Venue

Bridges Events Centre B.E.C is a purpose-built event centre with the ability to host events for 500 pax banquet dinner, 580 pax cocktail style, 380 cabaret style for a conference.

2.0 Booking Proposals and Confirmation of Events

2.1 Proposals

Proposals are only valid for 14 days from the date the proposal was sent by the function's coordinator. After this date the functions coordinator has the right to re-evaluate the previous proposal.

2.1.1 - Unless stated otherwise in written communication, event dates and event space are not tentatively held unless a contract has been signed and received by the events coordinator along with the required non-refundable deposit.

2.2 Contracts

To confirm an event, the client must return the contract completing all necessary fields required, along with signing the terms and conditions. With the return of the signed contract, the required deposit must be received within 7 days.

2.3 – Confirmed Events

B.E.C reserves the right to reallocate or decrease the size of a room for a confirmed function if required.

2.3.1 – If, through circumstances beyond the control of B.E.C, the function room/ events centre becomes unavailable as a result of fire, flood, damage or any other reason beyond the control of B.E.C, B.E.C will not be liable for any loss suffered by the client due to the unavailability.

2.3.2 – B.E.C is a fully licensed and catered events centre. Alcoholic beverages, soft drink beverages and external catering are prohibited from entering the venue.

3.0 Deposit and Payment Schedule

3.1 Deposits

Within 7 days of the contract being received by the events coordinator the required deposit (20% of the estimated event revenue or \$500.00, whichever is greater) must be received by Bridges Events Centre. The deposit is non-fundable and non-transferable. If signed contract and deposit is not received within 7 days, Bridges Events Centre has the right to cancel at their discretion and resell the venue space.

3.2 Payment Schedule

Payment	Timeline
Deposit - 20% of estimated event revenue or \$500, whichever is greater	To be received within 7 days of the signed contract being received by the events coordinator
Payment 2 – 50% of the estimated event revenue	To be received with 30 days prior to the event commence date
Payment 3 – Remaining Balance	7 working days prior to the event commence date

3.3 BACS/ EFT Transfer Details

Bank: ANZ Murray Bridge

Account Name: Murray Bridge Racing Club Incorporated

BSB: 015 665

Account Number: 6235 30120

3.4 Event Charges

All charges incurred during the event are to be settled on the day of the event, either via cash or card and by the client or the appointed main point of contact.

3.5 Credit Card Charges

Please note all card transactions will incur a surcharge, with the amount being dependent on the card used.

4.0 Cancellation Policy

4.1 – In the unfortunate instance that cancellation of part or the entire event occurs, a cancellation fee will be charged for loss of revenue, unless the venue space can be resold for the same revenue. If an event needs to be cancelled due to extenuating circumstances the cancellation policy will be reviewed accordingly per each individual event.

Between the date the signed contract was received by B.E.C and 90 days prior to the event	10% of the estimated revenue will be charged
Between 89days – 30 days prior to the event	30% of the estimated event revenue will be charged
29 days prior to the event date	100% of the estimated event revenue will be charged

4.2 – A cancellation fee of 30% for loss of revenue will also occur if there is a change of date request 90 days prior to the commence date of the event, unless the venue space can be resold.

5.0 Event Final Details

5.1 - 30 days prior to the event commence date final details need to be confirmed.

Please supply:

- Draft Programme / Run Sheet
- Menus Choices
- Room Set Up Requirements
- Audio Visual Requirements

14 Days Prior:

- Dietary Requirements
- Final Programme/ Run Sheet

7 Days Prior:

- Final Pax Attendance – The minimum number of guests charged and catered for. Amendments to this number may incur a surcharge.
- Final Room Set Up Requirements

5.2 - If the client requires the venue to be re set (flipped) either on the day of the event without prior notice to the venue due to programme requirements or an incidental, Bridges Events Centre reserves the right to charge an additional fee. The additional fee will be calculated by the requirements and the staffing required.

5.3 – Events which require a seated lunch may incur an additional charge dependent on the availability within the conference centre.

5.4 – Dietary Requirements must be received by B.E.C 14 days prior to the event commence date. Special Dietary requirements such as Kosher meals must be received 30 days prior to the event commence date.

6.0 - Audio Visual

6.1 – If the client requires the hire of audio-visual equipment, the requirements must be received 30 days prior to the event commencement date. If during the event additional equipment is required without proper forward notice, additional payment must be made on departure from the venue.

7.0 – Prices

7.1 – Please note all prices quoted in proposals and contracts are in respect of the market at that the time of publication. All prices are inclusive of GST and are subject to change at any time, without prior notice to the client.

8.0 – Accessibility

8.1 – Bridges Event Centre is accessible for all.

9.0 – Cleaning

9.1 – Cleaning of the venue is included within the room hire fee. However, in circumstances where more than the general clean is required following a function all additional charges will be charged to the master account of the function. Please note items such as confetti are only allowed on the approval from the events coordinator.

10.0 Delivery/ Collection of Goods

10.1 - All deliveries of goods will only be accepted by Bridges Event Centre upon written confirmation from B.E.C. All deliveries must have the B.E.C delivery label attached for clear identification.

10.2 - Deliveries are not to be shipped to B.E.C more than 5 working days prior to the event.

All items delivered for a function must be collected within 48 hours of the event completion. The owner of the goods must pre-arrange collection of the items. B.E.C reserves the right to inspect vehicles departing the B.E.C.

10.3 - B.E.C will not accept any responsibility for the damage to, or the loss of goods left in the events centre prior, during or after a function.

11.0 Damage and Loss

11.1 – B.E.C does not accept any responsibility for any damage, loss or injury which may be suffered by the client, attendees or suppliers prior, during or post event, unless caused by the negligence of B.E.C. This includes the damage to or loss of any vehicle whilst parked on the property.

12.0 – Insurance

12.1 – Public Liability Insurance

13.0 – Dress Code

13.1 – B.E.C has a smart casual dress code. Exceptions will be made at the discretion of the events coordinator if an event has a theme.

14.0 Labour Charges

14.1 – Any events continuing or wishing to continue beyond their confirmed departure time and/or beyond midnight will incur a surcharge deemed appropriate by B.E.C. Events wishing to extend their departure time during the actual event will be assessed by B.E.C management before approval.

15.0 Responsible Service of Alcohol

15.1 – The behaviour of all patrons at any event is the responsibility of the event organiser/onsite contact. B.E.C staff will work with you to ensure that everyone enjoys their time at the venue and your event. Failure to conform may result in legal issues.

15.2 – B.E.C is required by law to ensure that any alcohol consumed within the venue is served and consumed responsibly. If B.E.C staff believe that a patron has consumed excessive

alcohol or are exhibiting irresponsible behaviour, B.E.C reserves the right to refuse service and take control of the matter ensuring safety of the individual, other patrons and staff.

15.3 – B.E.C reserves the right to remove any individual who is displaying unsafe and inappropriate behaviour.

16.0 – Security

16.1 – Security will be organised by B.E.C for events where it is considered necessary, with all costs charged to the client. Events where the client has organised security themselves, B.E.C has the right to check their credibility before approval.

Please sign here to confirm you have read the above terms and conditions and agree to abide by them.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____