



THE UNIVERSITY CLUB OF WESTERN AUSTRALIA EVENT CONTRACT

CLIENT DETAILS	
Client	University Computer Club
Contact Name	Gearoid O'Donovan
Contact Address	Room 182a, Cameron Hall, UWA, 35 Stirling Hwy, Crawley WA 6009
Contact Phone	08 6488 3901
Contact Email	committee@ucc.asn.au
EVENT DETAILS	
Event Name	University Computer Club 50th Anniversary Dinner
Event Date	Saturday 21 st September 2024
VENUE DETAILS	
Venue	Banquet Hall South
Booking Time (includes bump in/out)	1800 - 2200
Service Fee	\$750.00 (UWA rate)
AUDIO VISUAL	
Lectern, Microphone & PA	Complimentary
Computer, Projector & Screen	\$350.00
GUEST NUMBERS	
Anticipated Guest Numbers	60 guests
Guaranteed Minimum Numbers	60 guests
Maximum Capacity	100 guests – banquet style
CATERING REQUIREMENTS	
Two Course Menu	\$60.00pp
Minimum Food Spend	\$60.00pp (UWA rate)
Beverages	On Consumption
University Club Contact	Naree Richardson

Please note that pricing is subject to increase in line with inflation

I, the client, hereby confirm my event booking, and acknowledge that this contract, together with my deposit, must be returned to The University Club by the date specified above in order to confirm my booking. ***Bookings cannot be confirmed without a signed contract and deposit.***

The parties agree that The University Club of Western Australia will supply goods and services to the client for the said event as is detailed herein on The University Club of Western Australia's terms and conditions.

The client agrees to and agrees to be bound by The University Club of Western Australia's terms & conditions and confirms by his/her signature hereunder that he/she has received a true copy of the said terms & conditions.

Gearoid O'Donovan

05/06/2024

CLIENT SIGNATURE

DATE



THE UNIVERSITY CLUB OF WESTERN AUSTRALIA TERMS AND CONDITIONS (UWA DEPARTMENTS)

Tentative Bookings

- Tentative bookings will be held for a maximum of 7 days after which time, the Club reserves the right to release all space held.
- In the event that a second enquiry is received for the same date, priority will be given to the party holding the tentative booking. This party must sign and return their Event Contract with full deposit within 24 hours. If this is not received, the booking will be released to the second party.

Confirmed Bookings

- A booking will only be deemed confirmed upon receipt of full deposit and signed Event Contract.

Service Fees

- Service fees are calculated according to booking time, venue, anticipated numbers and catering requirements stipulated at time of booking. Any changes to these requirements may result in an amendment to the service fee charged.

Minimum Guest Numbers & Food Spend

- The minimum guest numbers and minimum food spend outlined in your Event Contract are based on the Club's minimum requirement for the venue(s) you have booked. Guest numbers/food spend cannot be lower than the figure outlined in this document.

Final Details

- All event details including estimated guest numbers, timings, room set-up, equipment, entertainment and food/beverage requirements must be confirmed no later than fourteen (14) days prior to the event at which time a Banquet Event Order will be forwarded to you for final sign-off.
- ***In the event that the signed banquet event order is not received, the Club will assume that all details are correct and the client will forfeit any right to change these details.***

Final Numbers

- It is the client's responsibility to advise the Club of final numbers **3 full business days** prior to the event. If no change in numbers is received, charges will be based on the numbers outlined on your event order.
- Please note that the Club cannot accept reductions to guest numbers after this time.

Payment

- An invoice will be forwarded to you following your event. Accounts must be settled within 30 days of the invoice date, failing which the Club reserves the right to apply a late charge levy, cancel any future bookings, and/or insist on full payment in advance for any future bookings.

Price Variation

- The Club's menus change on an annual basis and prices are subject to increase in line with inflation at this time. Although price increases during the course of the year are rare, there may be times when market fluctuations necessitate a mid-year price review.

Cancellation

- All cancellations must be received in writing.
- Cancellations received 31-90 days inclusive prior to the date of the event will forfeit any deposit paid.
- Cancellations received 8-30 days inclusive prior to the date of the event will be charged 30% of the total costs based on the original event contract or signed banquet event order, whichever is most recent.
- Cancellations received 0-7 days inclusive prior to the date of the event will be charged 50% of the total costs based on the original event contract or signed banquet event order, whichever is most recent.

Damage/Insurance

- The University Club of Western Australia accepts no responsibility for damage or loss of equipment or merchandise left on the premises prior to, during or after events. It is the client's responsibility to ensure that they have adequate insurance cover.
- Organisers are liable for any damage sustained to the Club's property by any of their guests during the course of their event. This includes all equipment hired by the Club for use during the event.



Force Majeure

- Where matters beyond the reasonable control of The University Club of Western Australia (the "Club") impair or prevent the Club being able to perform its obligations under the banquet event order (contract), to the extent that such matters affect the Club's ability to perform its obligations, the client releases the Club from any liability or loss incidental or consequential to such matters.

Responsible Service of Alcohol

- Clients are responsible for ensuring the orderly behaviour of their guests.
- The Club reserves the right to refuse service to any person who is disorderly, behaving in an inappropriate manner or suspected of being under the influence of alcohol and to remove said person from the premises.

Fire and Safety

- The Club retains the right to adjust any setup in order to ensure that occupational health and safety codes are not breached.
- The client must advise the Club of potentially dangerous activities to be performed or hazardous materials to be brought into the Club.
- Permission to bring compressed gas cylinders into the Club must be pre-arranged, a declaration form completed and a MSDS (material safety data sheet) provided.
- Smoke machines are not permitted within the Club.
- Pyrotechnics, firearms and potential weapons are not permitted within the Club.
- The Club retains the right to decline the performance of any activity or use of hazardous materials

Prohibition of Food and Beverage

- The client shall not, and shall ensure their guests shall not, bring any food or beverage of any kind into the Club as this would be an infringement of the health and liquor licensing regulations.
- Likewise, food and beverage may not be removed from the premises by any guest.

Access Times

- Wherever possible the Club will allow access for client set-up, however this is subject to availability. If extensive set up time is required then a bump-in fee will apply.
- Should the event time overrun, the Club will endeavour to accommodate, however reserves the right to decline. Should we be in a position to assist, a surcharge will be applied for every hour or part thereof that the space is occupied. Surcharges vary according to booking, so please ask for further details.

Adjoining Rooms and Pre-Function Areas

- The Club reserves the right to book events in adjoining rooms.
- Pre-function areas are deemed public spaces and as such, clients may be assigned this area on a share basis.
- Foyers, corridors and other thoroughfare areas must be kept clear for occupational health and safety reasons.

Decorations, Displays and Signage

- No items are to be attached, pinned or glued to the wall surface of any area in the Club.
- Balloons, glitter and confetti is not permitted in or around the Club's facilities.

Exhibitions

- Plans for all exhibition set ups produced by outside contractors must be forwarded to the Club for approval at least fourteen (14) days prior to the event.

Special Dietary Requirements

- The Club caters for guests with special dietary requirements as a result of medical (allergies, intolerances), ethical (vegetarian, vegan) and religious (Halal, Jewish, Hindu) reasons however we cannot cater for guests with special dietary requests resulting from lifestyle choices (low carb etc.) or preferences (likes/dislikes).
- Please be aware that the Club cannot provide Kosher meals – these must be sourced from a specialist supplier.

Third Party Contractors

- The client shall notify the Club of any third party contractors they have secured to supply supplementary goods or services. The outside contractor must liaise with the Club in all matters relating to delivery, set up and pack down.



Delivery and Collection of Goods

- All goods must be delivered to our loading dock in the car park beneath the Club during business hours and must be clearly labelled with our delivery note (please ask your Coordinator who will provide you with this).
- The Club will accept deliveries 48 hours prior to an event and all goods must be collected within 48 hours of the event. *Items remaining after this time will be discarded.*

Indemnity Provision

- The Organiser releases the Club (and its agents, contractors, subcontractors and employees) from any action, claim, damages, demand, expense, liability and loss of any kind for damage, loss, injury or death occurring in the Club as a result of the Organiser's use of the Club, except to the extent that the damage, loss, injury or death was caused by the negligence or wilful act of the Club (and its agents, contractors, subcontractors and employees).
- The Organiser indemnifies the Club (and its agents, contractors, subcontractors and employees) from any action, claim, damages, demand, expense, liability and loss of any kind arising from or relating to:
 - (a) Any faulty property brought into the Club by the Organiser (or its agents, contractors, subcontractors and employees) or
 - (b) Any negligent or wilful act by any guest, invitee or other person (while that person is in the Club) which causes loss of or damage to the Organiser's property in the Club as a result of the Organiser's use of the Club.