



Terms and Conditions

Booking Confirmations

We will require your credit card details to confirm and finalise your function booking. The Ellington is a highly sought after venue so we must ensure your function is confirmed.

Cancellations

Should circumstances arise where a cancellation is necessary our policy is for two weeks (14 days) notice. In case of cancellation less than one week (7 days) prior to the function date, we reserve the right to keep any deposits paid towards pre ordered functions platters.

Damage to Property

Damage caused to property including (not limited to) flooring, fixtures and fittings resulting in repair or replacement will be the financial responsibility of the hirer.

Delivery

The Functions Coordinator must be provided with full details of deliveries to The Ellington Jazz Club prior to the date of the function. We suggest that deliveries are addressed appropriately, with the name and date of the function clearly presented. Whilst every effort will be made to assist in the movement of goods to the function room, assistance will be offered only if staff are available at that time. The Ellington Jazz Club does not accept liability for deliveries that are not received.

Display, Signage and Decor

Nothing is to be nailed, screwed or adhered to any wall or paintwork. Retractable banners are permitted. We permit balloons, flower arrangements or table pieces. Other props have to be discussed on a case to case basis. The Ellington Jazz Club prohibits the use of confetti on the premises.

Event Theming

The Ellington Jazz Club welcomes themed events, however must be considered and approved on a case to case basis. Please contact the Functions Coordinator with details on your proposed theme for approval.

Function Platter Orders

Function Platter orders are to be advised before the Friday prior to the function.

Licensed Premises

The Ellington Jazz Club is a fully licensed venue. Alcohol brought onto the premises will be confiscated and will not be returned upon conclusion of the function.

Minors

Minors must be accompanied by a parent or legal guardian at all times. An underage consent form must be signed upon arrival. It is against the law for minors to consume alcohol and serious penalties and fines apply.

Non Appearance

In the event you do not show up for your function a \$500 fee will be charged, in addition to the cost of any pre ordered function platters, to the supplied credit card. If you book for a function and a significantly lower number people turn up than you have booked for then you will also be charged this fee.

Payment of Account

Payment for the total function must be settled on the night via cash eftpos or credit. Cheque payments have to be made two weeks prior to the function. Alternative payment methods may be discussed with the Functions Co-ordinator. Note that the credit card details supplied during the booking process will not be held at the venue. - bring your card in on the night if you intend to pay with it.

Personal Belongings

The staff will take every care with security and protection of your property. We cannot accept liability for loss or damage of any items whilst it is in our premises. We recommend you arrange insurance cover.

Price Variations

Please note that whilst prices are based on current costing, any increase or unavailability will be advised fourteen (14) days prior to the event. All prices are GST inclusive.

Responsible Service of Alcohol

Alcohol will be served responsibly; any person deemed to be intoxicated would either be refused service or removed from the premises.

Smoking

Smoking inside the premises is not permitted, this is a zero tolerance policy. Smoking is permitted in the designated smoking courtyard.



Booking Confirmation Form

Please complete and return to ensure confirmation of your reservation.

DETAILS

Client Name _____ Contact Name _____

Postal Address _____ Postcode _____

Email Address _____

Work Telephone _____ Home Telephone _____

Mobile Telephone _____ Fax _____

FUNCTION DETAILS

Function Date _____ Function Type _____

Number of Guests _____ Minors Present Y N

Arrival Time _____

PAYMENT TERMS

Type of Credit Card: Visa Mastercard

Credit Card Number _____ Expiry Date ____ / ____ CCV _____

Name of Card Holder _____

I have read and agree to the above terms and conditions as outlined in The Ellington Jazz Club events information, and accept responsibility, abiding by these terms. Payment of the deposit is also acceptance of the terms and conditions.

SEND FORM VIA EMAIL

functions@ellingtonjazz.com.au

PRINT FORM