

event information / terms / conditions

booking confirmation

to confirm your booking, an initial deposit of \$1,000.00 is required within 7 days. this amount will be deducted from your final payment. a further pre-payment, equivalent to 50% of the minimum required total function spend, is required 30 days after the initial deposit due date.

cancellations

in the event that your function cancels, the following cancellation conditions will apply:

- notice given of more than 90 days* – full deposit/prepayment refunded, providing venue is rebooked**
- notice given between 90 and 30 days* – 50% of deposit/prepayment refunded, providing venue is rebooked**
- notice given between 30 and 1 day* – full deposit/prepayment forfeited, client is responsible to pay in full the minimum requirements for the function as outlined on the event contract (less the deposit/prepayment already paid). In the event that we are able to rebook the cancelled function date for a function of the same size or greater, the full deposit/prepayment will be refunded.
- notification of cancellation must be in writing.

* notice given prior to the date of the actual function

** should the venue not be rebooked, the full deposit/prepayment amount will be forfeited

confirmation of final details

details of room arrangements, menus and equipment requirements would be appreciated 14 days in advance of your event. in order to guarantee you the highest possible standard of food and beverage service, we require a minimum of five working days notice of the confirmed final numbers of guests attending your function. this confirmed number will be the minimum number charged to your account.

surcharges

due to increased labour costs, surcharges are applicable to the following:

events held on public holidays attract a surcharge of 15% of the total account. events of longer than 5 hours duration, or which proceed after midnight will attract a charge of \$700.00 (incl. gst) for each hour period (or part thereof) over 5 hours or after midnight.

credit cards and charge accounts

payments made by credit card will incur a surcharge of 4% of the total account.

payment of accounts

full payment for the confirmed numbers of guests should be made by bank cheque, personal cheque, electronic funds transfer or credit card prior to the commencement of your event. any additional charges will be invoiced to you following your function.

damage or loss

any damage to, or loss of the club's property caused by a client, his guests, agents or contractors during, before or after an event, must be the financial responsibility of the client. general damages and breakages to club property during the event, deemed as excessive by management, will be the responsibility of the client and charges will apply.

the queensland rugby club downtown exercises great care to ensure the safety and well being of our valued clientele, their guests and property before, during and after any event. we do recommend however, that you consider arranging insurance cover in order to further safeguard your interests, as we are unable to accept any liability for injury, loss or damage to persons or goods.

trading hours

the queensland rugby club downtown trades from 11.00 am until 12 midnight within the club premises. extensions to these hours may be available on request, with 3 weeks notice being required for special liquor permits. a fee is charged by the state liquor licensing branch.

change in circumstance

whilst every reasonable effort will be made to ensure that your function will proceed on the date you have nominated, we may have and reserve the right to cancel your function due to a change in circumstances which may be within, or outside, our control. as soon as we become aware of any such change in circumstances, we will notify you that your function is cancelled and we will refund your deposit in full. your damages in respect to any cancellation are limited to the amount of the deposit and you have no further claim against us for any further damages or loss that you may suffer as consequence of our cancellation.

menus

please use our function menus as a guide. if you prefer, allow us the opportunity to tailor a menu especially for your event – to reflect your taste or budget – and if required we can provide advice on matching particular wines with your chosen menu.

responsible service

under the responsible service of alcohol act, management and staff reserve the right to refuse service of alcoholic beverages to patrons and private function guests, where it deems necessary. management also reserves the right to request proof of age identification to any patron or private function guests.

other information

children from 6 years to 12 years will be charged only 50% of the adult costs. (under 6 free).

we are able to assist you with any accommodation bookings associated with your event – we are happy to pass on to you our preferred special rate with the brisbane marriott hotel.