



The Meadows Sports & Function Centre
ABN: 52 004 347 685
80 Northcorp Boulevard Broadmeadows
PO Box 103 Campbellfield 3061
Phone: 9355 5222 Fax: 9355 5255 email: meadows@grv.org.au
Web: www.themeadows.org.au

Terms & Conditions

CONFIRMATION & DEPOSIT:

You are requested to confirm your booking in writing. We request a deposit of 10% of the estimated function price, at the time of the booking, unless otherwise agreed with us.

GUARANTEED NUMBERS:

A guaranteed minimum number of guests attending the function is requested seven full working days prior to the event, or as otherwise advised. Charges will be based on the number of people attending the function or the guaranteed number, which ever is greater.

CANCELLATION:

Cancellation of a function by you must be advised in writing. If the function is cancelled with less than 14 days notice, deposits may be retained in lieu of costs incurred.

MENU SELECTION:

Please confirm your menu selection at least 14 days prior to the event, or as otherwise advised.

INSURANCE AND DAMAGES:

We cannot take responsibility for damage to or loss of items before, during and after a function, and recommend that you arrange appropriate insurance cover. Please note, you are financially responsible for any damage sustained to The Meadows property and fittings during the function. No attachments are to be used on the walls without prior arrangement with us.

EXTENDED HOURS/TIMING:

The duration of a function is six hours. An additional labour charge may apply if your event continues after the agreed completion time.

SURCHARGES:

A Surcharge of 15% will be payable on all Food and Beverage supplied on Sundays and Public Holidays.

PAYMENT:

All Function accounts to be paid in full by the date specified by us. Any additional charges to be paid for at the conclusion of the event, which will include charges not authorized in the original contract.

