

VENUE HIRE

TERMS AND CONDITIONS

Allman Park Racecourse

170 Victoria Street, Warwick Q 4370

www.warwickturfclub.org.au

VENUE INFORMATION

The Warwick Turf Club can provide the ideal venue for any milestone event. With the different venues available at Allman Park Racecourse the Warwick Turf Club can meet your needs for weddings, wakes, parties and events.

For more information, please contact Club Secretary Kristen Doyle on 0414 899 854 or email secretary@warwickturfclub.com.au

DAVID & MARGOT CORY MEMBERS LOUNGE

Overlooking the track and finishing post this lounge with its own bar comfortably seats 50 people. Replacing the tables in the lounge with dry bars & bar stools creates a cocktail atmosphere with a comfortable capacity for 85 guests. The covered outdoor area surrounding the lounge provides additional space for your guests and business associates to relax and chat.

This area also contains a small kitchen with sink, a preparation space and oven. Men's and Women's toilets are located on the same level as the Members Lounge and for the exclusive use of the function patrons when your event is in progress.



LYNDHURST STUD PAVILION



Watch the action from the Lyndhurst Stud Pavilion. This area comfortably seats 60 people with standing room for 100.

This area also has its own bar and power. Its prime location gives you easy access to all facilities on the grounds.

Setting up cocktail style with the dry bars and bar stools in this covered outdoor area in summer is just picturesque, can also be used in winter as has clear roller blinds.

TRACKSIDE PAVILION

Watch the action from the trackside pavilion. This area comfortably seats 500 people with standing room for many more. This area has bar, power with Men's/Women's toilets and a Disabled Toilet located at the western end of Pavilion. This area can be closed up if the weather is not complying with our mesh curtains. You can see out but nobody can see in!

The Club can offer limited tables & chairs which are included in the hire fee, the cost of linen hire is extra for dry cleaning. Cutlery, crockery, glasses, dance floor and catering are at the expense of the hirer.



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RESERVATIONS/DEPOSIT

A deposit of \$200.00 is required to secure a function reservation. Please note we do not “hold” dates or take tentative bookings.

Bookings will be confirmed on receipt of deposit. All payments can be made by credit card.

BAR FACILITIES

Warwick Turf Club will supply all beverages and bar staff for the function. The club already has a beverage list priced with only certain products available. Following a reservation, if the hirers’ Liquor requirements are not currently listed on our beverage list, then these beverages will possibly be sourced and priced accordingly.

For groups wishing to run an account for beverages, please notify the Club Secretary. You have a choice to either pay as you go or a cash payment can be made in advance or alternatively a credit card can be given prior to your function. A final account will be processed at the completion of the function. This final account must be paid immediately at the conclusion of your function.

RESPONSIBLE SERVICE OF ALCOHOL (RSA)

Beverages MAY NOT be purchased from any external source and brought onto the premises. The Warwick Turf Club is committed to and abides by the responsible service of alcohol. Any minor who is seen to be in possession or provided with alcohol will be requested to leave the Course immediately with their parent or guardian, as well as the person who has provided the alcohol. If a minor is found with any kind of alcoholic beverage, your function will STOP immediately.

Our bar will serve last drinks half an hour prior to the end of your function. The club has taken measures to ensure that patrons enjoy alcohol without danger to themselves, fellow patrons and staff. Staff have been trained in the practices of RSA and management supports the actions of staff in refusing service to intoxicated, disorderly or underage patrons.

House rules include

- No jugs of spirits or beer will be served
- No shots
- No double measures of spirits or liqueurs

ONSITE CATERING

We now offer onsite catering for your event.

Sally McLean our Food Services Manager can work with your budget and can produce any menu to your choosing. To get in touch with Sally, please email wtc.cateringevents@gmail.com

If you wish to hire an outside caterer, they must supply all their own equipment & public liability insurance. Our commercial kitchen is not for hire due to our insurance conditions unless staffed by our employees.

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PARKING/FUNCTION GUEST ENTRANCE

All patrons of function can park near the entrance located on Victoria Street. All function patrons should proceed to either of the two entrances – Main or Western.

VENUE ACCESS/SET UP TIMES

Access to the venue to set up for your function must be advised and pre-arranged through the Club Secretary, as the venue is not accessible without prior notice. Depending on availability, you may be able to set up / decorate days prior to your event.

Collection of all goods including gifts, flowers, decorations and hire goods following the event must be done by the following business day.

ENTERTAINMENT/SPEAKERS

Club staff reserves the right to control the quality, style and volume of entertainment booked. Volume must not exceed 80 decibels and will be monitored. DJs, Bands & Jukeboxes are welcome, however, we ask that you seek permission should you wish to book a band as the noise level may impact on other bookings within the venue and, therefore, permission must be sought.

Power requirements, entry to the course, parking must be organised with the Club Secretary prior to the function. All electrical equipment must comply with the relevant Australian Standards, including but not limited to, Workplace Health and Safety Standards.

LOSS, DAMAGE & RISK – BOND

Loss or damage to the property, flooring, fixtures or fittings caused by the client, guests, agent or contractors before, during or after the function, will be the financial responsibility of the organiser, and an appropriate charge will apply. We do not permit anything to be attached to our walls or ceiling without consent.

The following is STRICTLY prohibited –

- No persons are permitted access to our race track
- No persons are permitted to climb the tower stairs
- If children in attendance they must be with their parent or guardian at all times, no wandering the race course. There is large machinery on the premises and no supervision can be harmful.

A \$300 bond will be taken a day prior to your event and returned (if no damage or loss) day after your event.

INSURANCE

Management will take all responsible care to protect the property of its guests but accepts no responsibility for the loss, damage or theft of merchandise or other property in the premises, prior to, during or after the function. We recommend organisers take out their own liability insurance. Our documentation regarding evacuation procedures in case of emergency is available on request.

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NON-SMOKING POLICY

Please note that Queensland's tobacco laws prohibit smoking in any area of the grounds.

QUEENSLAND HEALTH – CURRENT COVID-19 RESTRICTIONS

For up-to-date Queensland Health current Covid-19 restrictions for all licensed venues – check the public health and social measure directives on the Queensland Health website at the following link.

<https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/queensland-restrictions-update>

As the rules are everchanging please check the restrictions as close as possible to your event. As the hirer you are responsible for ensuring all your guests are aware of these requirements.

INTERNAL GRIEVANCE PROCEDURE

A copy of our Internal Grievance procedure is available on request to the Club Secretary.

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COSTS:

ALL VENUES – 8 HOUR HIRE (ALL EVENTS MUST STRICTLY FINISH AT MIDNIGHT)

\$450.00 INCLUDES GST

A deposit of \$200.00 is required to secure your booking. The remainder of the hire fee must be paid 5 days prior to function. Furthermore, hire fee includes

- Set up and clean up
- Security is required for functions exceeding 300 people and will be organised by the Warwick Turf Club. Additional costs associated with this are negotiated by the club and are to be paid by the hirer.
- Private bar with dedicated bar staff.
- Speaker system with remote microphone available throughout the course
- Tea and coffee station

ALL VENUES - DAY HIRE ONLY

\$350.00 INCLUDES GST (BETWEEN THE HOURS OF 9.00AM & 5.00PM)

Day Function Hire Fee (available only non-race days) is \$200.00 inc GST per day. This fee applies to any daytime functions held between 9.00am and 5.00pm Monday to Friday (excluding Public Holidays).

A deposit of \$200.00 is required to secure your booking. The remainder of the hire fee must be paid 5 days prior to the function. Furthermore, hire fee includes

- Set up and clean up
- Private bar with dedicated bar staff
- Speaker system with remote microphone available throughout the course
- Tea and coffee station

EXTRA COSTS IF REQUIRED

If you require the use of our table cloths the hire & cleaning fee is \$15.00 each.

CANCELLATIONS

All cancellations must be submitted in writing to secretary@warwickturfclub.com.au and will be effective from the date received. Notice of 4 weeks must be given and subject to time notice given, a refund of hirer's deposit will occur.