

MEETINGS & EVENTS CELEBRATIONS

TERMS & CONDITIONS

THE BRISBANE CLUB

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Meetings, Events & Celebrations

Effective 1 August 2026

These Terms & Conditions apply to all meetings, private events, functions, weddings and corporate catering bookings held at or provided by The Brisbane Club. By submitting a Function Booking Form, the client agrees to be bound by the terms set out below.

1. TENTATIVE BOOKINGS

Tentative bookings will be held for **seven (7) business days** from the date of enquiry, after which the hold will be automatically released without further notice.
A booking is confirmed only once **all** of the following have been received: a completed Function Booking Form, a signed formal quotation, and the required deposit. Until all three steps are complete, The Brisbane Club reserves the right to release the space to another enquiry.

2. BOOKING CONFIRMATION PROCESS

The client submits a completed Function Booking Form.
The Brisbane Club issues a formal quotation covering food, beverage, room hire, audio-visual and any miscellaneous charges.
The quotation must be reviewed, signed and returned by the client.
The signed quotation, together with the Function Booking Form, forms the binding event contract between the client and The Brisbane Club.

3. DEPOSITS & PAYMENT TERMS

- **Meetings & Functions**
  - A deposit equivalent to the venue hire fee is required at the time of confirmation.

- **Weddings**

Payment Milestone	Amount Due
Confirmation payment (on booking)	$1,000
Initial deposit (within 14 days of booking)	25% of estimated total
Progress payment (90 days prior to event)	Bringing total paid to 75%
Final payment (30 days prior to event)	Remaining balance (100%)

- A **25% surcharge** applies to all food and beverage for Sunday and Public Holiday functions.
- All deposits and progress payments are **non-refundable**, except as expressly set out under Cancellation Policy (Section 6).

4. FINAL DETAILS & GUARANTEED NUMBERS

Final menu choices, preliminary numbers and dietary requirements are due **seven (7) business days** prior to the event; The Brisbane Club may substitute suitable alternatives of a comparable standard if selections aren't received in time.

- Final guaranteed numbers must be confirmed **three (3) business days** prior. Dietary requests after this point, or on the day, incur a **$15 surcharge per person**.
- The minimum charge is based on final confirmed numbers or actual headcount, whichever is greater. Late alterations may not be accommodated.

5. CORPORATE CATERING

- These terms apply to corporate catering delivered both onsite at The Brisbane Club and offsite at a client-nominated location.
- Final numbers, delivery address and site access details must be provided **seven (7) business days** prior to the event.
- Offsite catering is subject to a delivery fee, to be confirmed at the time of quotation.
- The Brisbane Club accepts no liability for the handling, storage, safety or quality of catering once it has left the Club's direct control at an offsite location.

6. CANCELLATION POLICY

Cancellations by the client must be provided in writing to the Functions Coordinator. Cancellation fees will apply as follows:

- **4 weeks' notice or more:** $250 administrative fee, plus forfeiture of any deposit paid.
- **4–7 business days' notice:** 50% of the estimated food and beverage cost.
- **1–3 business days' notice:** 100% of the estimated total cost.
- **Weddings:** all payments made in accordance with the wedding payment schedule (Section 3) are non-refundable on cancellation, in addition to the fees above.

Cancellation by The Brisbane Club

- The Brisbane Club reserves the right to cancel a confirmed booking in exceptional circumstances, including but not limited to matters of safety, Club operations or Force Majeure (Section 18). Where the Club cancels a booking through no fault of the client, all monies paid will be refunded in full. The Club's liability in such circumstances is limited to the refund of monies paid, and does not extend to any indirect or consequential loss.

7. ROOM CHANGES

The Brisbane Club reserves the right to alter room allocations where necessary, including for operational or safety reasons. Event organisers will be consulted in advance to reach a mutually agreeable solution.

8. MINIMUM SPENDS

- The Brisbane Club maintains minimum food and beverage spends, which vary by room and are outlined in the table below. All minimum spends must be met through food and beverage only.
- **Any shortfall in the minimum spend will be charged as a venue hire fee.**
- **Venue hire will be applied to any function where the cost is not charged directly to a current Member** of The Brisbane Club.

Room	Member Min. Spend	Non-Member Min. Spend	Room Hire
Members Dining Room	$5,000	$6,000	$2,000
Edinburgh Room	$2,500	$3,000	$1,000
Oak Room	$1,750	$2,100	$500
Private Dining Room	$1,500	$1,800	$500
Cellar Dining Room & Bar	$1,500	$1,800	$500
President's Room	$1,000	$1,200	$250

9. FEES & SURCHARGES

All prices are subject to change with 30 days' written notice.

- A **20% surcharge** applies to all food and beverage for Saturday functions.
- A **25% surcharge** applies to all food and beverage for Sunday and Public Holiday functions.

10. FINAL PAYMENTS

- Event charges will be applied to the nominated Member account or directly invoiced. All invoices must be settled within **seven (7) days** of receipt.
- Payment methods are detailed on each invoice.

11. EXTERNAL FOOD & BEVERAGE SUPPLIERS

External catering and alcohol supplies are not permitted on The Brisbane Club premises unless explicitly approved by the Club in writing prior to the event. Any approved external supplier must independently satisfy the insurance requirements set out under Outside Contractors (Section 12).

12. OUTSIDE CONTRACTORS

- All contractors appointed by the client must liaise with The Brisbane Club regarding delivery, bump-in, bump-out procedures and venue instructions.
- All outside contractors must hold **Public Liability Insurance** with a minimum cover of $10 million and provide a Certificate of Currency prior to the event.

13. DELIVERIES

- All deliveries for a function must be directed to the Functions Coordinator, clearly marked with the function name and date. The Brisbane Club will confirm receipt of items.
- Equipment delivered prior to the function cannot be stored unless prior arrangements have been made. Storage fees may apply.

14. THE BRISBANE CLUB POLICY

- The Brisbane Club maintains a minimum dress standard. The Club reserves the right to refuse entry to any person who is inappropriately dressed.
- The use of mobile phones is discouraged in public areas of the Club.
- The Brisbane Club is a smoke-free venue. Smoking and vaping are only permitted in designated areas, at least **five (5) metres** from any building entrance.
- All food and beverage vessels must remain within the function rooms.

15. REASONABLE CONDUCT

The Brisbane Club reserves the right to remove any unruly or intoxicated persons from the premises in accordance with the Queensland Liquor Act 1992.

16. DAMAGES & RESPONSIBILITIES

- Clients are financially liable for any damage caused to the venue, furniture or equipment by themselves, their guests or their appointed contractors. All breakages and damages, including the reasonable cost of any additional cleaning or reinstatement, will be charged to the final invoice.
- Clients and their guests are responsible for any personal items, equipment or belongings brought onto the premises. The Brisbane Club accepts no responsibility for loss or damage to such items.

17. LIABILITY & INDEMNITY

- To the maximum extent permitted by law, The Brisbane Club excludes liability for any indirect, consequential or special loss arising from or in connection with a booking, including loss of profits, business or reputation.
- The client indemnifies The Brisbane Club against any claim, loss, damage, cost or expense arising from the client's event, including acts or omissions of the client's guests, invitees or contractors, except to the extent caused by the negligence of The Brisbane Club.
- Nothing in these Terms & Conditions excludes, restricts or modifies any consumer guarantee, right or remedy conferred on the client by the Australian Consumer Law that cannot lawfully be excluded.

18. FORCE MAJEURE

Neither party will be liable for any failure or delay in performing its obligations where such failure or delay arises from circumstances beyond its reasonable control, including natural disaster, pandemic, industrial action, government direction or restriction, or damage to or unavailability of the premises. Where The Brisbane Club is unable to host a confirmed event due to Force Majeure, the Club will, at its discretion, offer to reschedule the event or refund monies paid, less any costs already reasonably and directly incurred on the client's behalf.

19. GOVERNING LAW

These Terms & Conditions are governed by the laws of Queensland, Australia, and the parties submit to the non-exclusive jurisdiction of its courts.

20. ACKNOWLEDGEMENT & AGREEMENT

The Member / Event Organiser acknowledges and agrees that:

- I have read, understood and agree to be bound by all terms and conditions set out in this document, including the booking confirmation process, deposits and payment terms, final numbers and deadlines, cancellation policy, minimum spends, fees, liability and indemnity, and all Club policies.
- I will comply with The Brisbane Club's rules, dress standards, reasonable conduct requirements and all venue policies at all times.
- I accept the risks associated with holding an event at the venue and acknowledge that, to the extent permitted by law, The Brisbane Club accepts no liability for indirect or consequential loss, or for loss or damage to personal property, guests' property or equipment.
- I indemnify The Brisbane Club in accordance with Section 17 of these Terms & Conditions.
- I am financially responsible for any damage caused to the venue, furniture or equipment by myself, my guests or my appointed contractors.
- all contractors engaged by me will hold adequate Public Liability Insurance ($10 million minimum) and comply with venue procedures.
- no external food or beverage supplies will be brought onto the premises without the Club's prior written approval.
- I will provide all final menu selections, guaranteed numbers and dietary requirements by the specified deadlines, and accept the consequences of failing to do so, including additional charges.
- I accept the minimum spend requirements and understand any shortfall will be charged as venue hire.
- I will ensure all guests and contractors adhere to the Club's policies regarding conduct, dress standard and smoking.
- I acknowledge that The Brisbane Club reserves the right to refuse entry to, or remove, any person who does not comply with venue rules.

I/We have read, understood and agree to all the above terms and conditions.

Client Details
Client's Name: _____

Function Name: _____

Function Date: _____

Signature: _____ Date Signed: _____

Please ensure all sections are complete before submitting this form to the Club via functions@brisbaneclub.com.au

Thank you for choosing The Brisbane Club. We look forward to welcoming you and ensuring your experience reflects the tradition, hospitality and excellence that have defined the Club for more than 123 years.
Questions? Please contact the Membership & Events team at memberservices@brisbaneclub.com.au or (07) 3222 8741