

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 signing and returning these Terms & Conditions, 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 signed formal quotation, these Terms & Conditions signed with the client details completed (Section 20), and the required deposit. Until all three are received, The Brisbane Club reserves the right to release the space to another enquiry.

2. BOOKING CONFIRMATION PROCESS

The client confirms the function date, estimated numbers and requirements with our team.
The Brisbane Club issues a formal quotation covering food, beverage, room hire, audio-visual and any miscellaneous charges.
The quotation and these Terms & Conditions must be signed and returned to functions@brisbaneclub.com.au.
The signed quotation and signed Terms & Conditions together form the binding event contract between the client and The Brisbane Club.

3. DEPOSITS & PAYMENT TERMS

- **Meetings & Functions**
  - A $1,000 initial deposit secures your booking on confirmation. A further 25% of the estimated total function value is due once your menu has been selected and confirmed, with the remaining balance due seven (7) days post event. These terms apply to all functions, Members and non-members alike.

- **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%)

- 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:

- **More than 7 business days' notice:** $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 SPEND & ROOM HIRE

- The Brisbane Club applies a minimum food and beverage spend to every booking, set by guest numbers and the style of function rather than the room, as shown below. The minimum spend is met through food and beverage. Where food and beverage falls short, audio visual, theming, entertainment and place cards booked through the Club may count towards it, with any remaining balance shown on your invoice as a minimum spend balance.
- **As one of the benefits of membership, room hire is waived for Members.**
- **Room hire** applies to all other bookings, as outlined below, and does not count towards the minimum spend. Specific room requests are quoted individually.

Guest numbers	Two Course PLATED OR SHARED	Three Course PLATED OR SHARED	Breakfast & Canapés
15-25 guests	$1,200	$1,350	$1,200
26-35 guests	$2,500	$3,500	$1,400
36-45 guests	$4,000	$5,500	$1,700
46-55 guests	$5,500	$6,000	$1,900
56-65 guests	$6,000	$7,500	$2,500
66-85 guests	$7,000	$9,000	$3,500
86-115 guests	$8,000	$10,000	$4,000

ROOM HIRE

Room hire is waived for Members, one of the benefits of membership. It applies to all other bookings.

Room	Non-Members	Members
Members Dining Room	$2,000	Waived
Edinburgh Room	$1,000	Waived
Oak Room	$500	Waived
Private Dining Room	$500	Waived
Cellar Dining Room & Bar	$500	Waived
President's Room	$250	Waived

HOW IT WORKS

Your menu and beverage selections, multiplied by your guest numbers, count towards the booking minimum spend. Room hire does not. Most functions pass the minimum spend comfortably once beverages are added.

FOR EXAMPLE

A two-course lunch ($80) with a two-hour Deluxe beverage package ($60) for 40 guests comes to $5,600, well above the $4,000 minimum for 36-45 guests.

A 20% surcharge applies to food and beverage on Saturdays, and 25% on Sundays and public holidays. Surcharges are charged in addition to the minimum spend and do not count towards it. For fewer than 15 or more than 115 guests, or a particular room, our team will prepare a tailored quote.

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, charged in addition to the minimum spend.
- A **25% surcharge** applies to all food and beverage for Sunday and Public Holiday functions, charged in addition to the minimum spend.

10. FINAL PAYMENTS

- Event charges will be applied to the nominated Member account or directly invoiced. Company functions are invoiced directly to the company. All invoices, including private functions charged to a Member account, 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 spend and room hire, 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 and room hire requirements set out in Section 8.
- 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: _____

Organisation (if applicable): _____

Phone: _____ Email: _____

Postal Address: _____

Member Number (if a Member): _____

Invoice to (circle one): Member account / Company / Individual

Company Name & ABN (if invoicing a company): _____

Function Details
Function Name: _____

Function Date: _____ Estimated Guests: _____

On-the-day Contact Name & Mobile: _____

Signature: _____ Date Signed: _____

Please complete all details, sign and return this page with your signed quotation to 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 our Functions team at functions@brisbaneclub.com.au or (07) 3222 8741