
Functions Terms and Conditions

1. A deposit of \$500 is required to confirm a tentative booking. If the deposit is not paid when the signed contract is received, your function booking will remain tentative and may be offered to another party.
2. The \$500 deposit is non-refundable. The amount will be included in your final invoice amount when making payment.
3. A progress payment equal to 50% of the function booking amount for function bookings of \$5,000 or more must be made 4 weeks prior to the function booking date.
4. Full payment must be made 1 week before your function. If the full amount is not cleared funds in the nominated bank account on the function invoice by this date, your function will be cancelled.
5. If your function is cancelled less than 2 weeks before the booking date, a refund will be issued less costs incurred by Ipswich Turf Club.
6. Final numbers, dietary requirements and all other details are due 2 weeks before your event. Any amendments after this date will not be accepted.
7. A 15% surcharge will be applied to your booking if it falls on a public holiday.
8. Prices quoted are current prices (GST inclusive) and are subject to change without notice.
9. Time allocated for functions is six hours, however it is possible to have your function extended past this period for \$100 per hour (or part thereof) as agreed with the Ipswich Turf Club (ITC) Function representative. Please note that room hire for a Wake booking is for a maximum of four hours.
10. For functions which include a catering and beverage package for over 70 guests, the room hire fee is waived. Subject to minimum spend requirements. Please note, a bar tab does not qualify as a beverage package.
11. For functions where no catering is required, an additional fee of \$200 applies to the room hire charge.
12. Bar tabs must be settled on the day. Any unused bar tab credit will be refunded within 30 days of the function date subject to minimum spend requirements being met and at the discretion of the ITC.
13. Under the ITC's Liquor Licence conditions, liquor cannot be brought onto or removed from the ITC licenced site.
14. No external catering nor any other food or beverage products not provided by ITC is permitted onsite.
15. The hirer is financially responsible for any damages suffered to ITC property and equipment during the function.
16. The ITC will take necessary care but cannot accept responsibility for damage or loss of property left on the ITC premise before, during and after functions. Responsibility for any insurance lies with the hirer if he/she so desires.
17. It is the responsibility of the hirer to provide place cards, seating charts/stands, and any other specific decorations not included in your function package. Any extra costs incurred by the ITC will be charged to the function booking.

18. Access to your function room before your event can be limited due to our racing schedule and other bookings. Please speak with our functions staff for more information.
19. Cutting and bagging of your cake is minimum \$1 per person if you supply cake bags. If you require your cake to be plated and served, a minimum charge of \$6 per person will apply. Prices subject to change without notice.
20. 18th/21st birthday parties, bucks/hens parties and any other function the ITC deem necessary will be required to pay a fee of \$350.00 per 50 guests of part thereof for security personnel. Prices subject to change without notice.
21. All functions must be finished by midnight. For functions that require bar service, last drinks will be called at 11:30pm and service will cease at 11:45pm. Any extra costs incurred by the ITC for hours beyond this will be charged to the function booking.
22. The ITC will adhere to Responsible Service of Alcohol guidelines at all times as required by law. ITC staff and representatives have the right to exclude any guest/s if they do not comply with the directions.
23. The ITC has the right to end a function without notice and without compensation if guests are abusive towards staff and/or if staff are feeling threatened. The ITC have zero tolerance towards abuse and the safety of our guests and staff is mandatory.
24. As a condition of entry, all guests must comply with all Government legislation including directives and ITC guidelines.
25. Under the ACCC guidelines, if the client is concerned about Covid-19 and cancels or postpones, this is classed as 'change of mind' and the client will not be refunded.
26. Early access time before 8am or after 4pm on weekdays and 12pm on weekends may incur a minimum charge of \$100 per hour. Prices subject to change.