BANQUET & EVENT TERMS & CONDITIONS

Booking

1. Bookings by corporate clients, reciprocal club members and SPC members' guest are subject to approval by management.

2. All bookings must be made in writing using facilities booking form and submitted to the events department at least 12 working days in advance on a first come first serve basis. The Club reserves the rights to reject the booking that is done less than 12 working days.

Confirmation of booking

1. All Bookings are provisional until confirmed by receipt of a non-refundable deposit AND a signed Booking Form agreeing to these terms and conditions of hire from the Venue, on or before the due date, as agreed.

2. The Club reserves the right not to commit to the function/event, if the deposit is not received .

3. Cheque payment can be mailed to:
   Attn : Events Department
   Singapore Polo Club, 80 Mount Pleasant Road, Singapore 298 334

4. Should cancellation of booking be less than 7 working days before the date of function/event, deposit will be forfeited otherwise cancellation fee will be charged.

Catering

1. Confirmation of menu must be made at least 7 working days before the function/event day.

2. Confirmation of the number of guests must be made at least five working days before the actual function/event day.

3. Due to licensing requirements and quality control issues, all food and beverage to be served at the Club must be supplied and prepared by the Club's caterer/ catering partner and may not be removed or taken away from the Club.

4. Exceptions will be made for alternate menu selections (halal/kosher) and will not be included in the total Guarantee.

5. Singapore Polo Club will not be responsible in providing utensils/tableware for food brought in by hirer.

6. Singapore Polo Club and its catering partner accepts no liability for food and refreshments brought in by the hirer of the function.

7. Corkage will be charged for beverages brought in.

Payment

1. In the event, there are lesser guests attendance, client will be charged based on the confirmed number.
2. Additional expenses incurred at the function are to be settled at the end of the event by cash or cheque payment to Singapore Polo Club.
3. For credit card payment below $7000, 3% admin fee will be charged.

Security and Conduct of event

1. Singapore Polo Club does not provide security in the meeting and function space and all personal property left in the meeting or function space is at the sole risk of the owner.

2. It is advised that attendees and guests are responsible for safekeeping of their personal property.

3. The Singapore Polo Club reserves the right to inspect and control all private functions.

4. It is expected to begin your function at the scheduled time and agree to have your guests, invitees and other persons vacate the designated function space at the closing hour indicated. Singapore Polo Club has the right to charge additional expenses incurred due to failure to comply with these requirements.
5. All displays and decorations proposed by the patrons shall be subject to the approval of the club.

6. A discretionary cleaning fee may be applied to your account if rooms are left in an unsatisfactory state.

Liability & Indemnity

1. The hirer is responsible for any damage to the Club caused by your attendees, vendors, contractors or agents.

2. The hirer is responsible and shall reimburse the club for any damage, loss, or liability incurred by the club, done by any of your guests, or any persons or organisations contracted by the customer to provide a service or goods for the customer, before, during, or after the function

Others

1. Parking charges of $2.14 applies for non-registered vehicles. This is applicable to non-members of Singapore Polo Club.
2. Limited parking available at Singapore Polo Club. Alternate parking option available at SLF Building.

I,_____ , the undersigned, understand and agree to the terms and conditions outlined above.

_____

Authorised Signature

_____

Organisation Name

_____

Date