

**CORPORATE / RECIPROCAL ACCOUNT BANQUET EVENT**
TERMS AND CONDITIONS

We thank you for selecting the Singapore Cricket Club to host your event. Our Banquet and Events Team are ready to assist you with all aspects of your event. We ask that you take a few minutes to familiarize yourself with the following banquet policies. The following information is intended to assist you in planning a successful event and to familiarize you with our services.

1) Booking

- 1.1** Booking of SCC function rooms is open to SCC members only. Corporate clients & Reciprocal club members are subjected to approval from management.
- 1.2** Booking is based on first come first serve basis and must be made at least ten (10) working days before the function, depending on the nature of the event and availability of the function room. The management has the right to reject a booking if notice is given less than ten (10) banking days.
- 1.3** The Club reserves the right to accept simultaneous events held in both the Padang Restaurant and Gilmour Room. For exclusive usage of both function rooms, it will be subjected to minimum spending and availability.
- 1.4** Tentative booking will only be held for five (05) banking days for events within the current month or ten (10) banking days for events that is not within the current month. Tentative booking request that is not confirmed by signing of 'Venue Confirmation' form will be released automatically after the above stated time line.

2) Room Charges & Capacity

- 2.1** In order to book the room for corporate event*, minimum spend has to be applied on food and beverage. Bookings are for a period of 4 hours.

Venue	Minimum Spending		Extra Hourly Charges <i>(after 4 hours, before 11pm *10pm on Sundays and Public Holidays)</i>	Early/Late-Night Charges <i>– includes room + staff charges (before 9am OR after 11pm *10pm on Sundays and Public Holidays)</i>	
	Lunch	Dinner	Subsequent Hour	1 st Hour	Subsequent Hour
Padang Restaurant	\$9,500.00 (Saturday Only)	\$ 9,800.00	\$180.00	\$ 650.00	\$ 450.00
Gilmour Room	\$ 4,000.00	\$ 4,300.00	\$110.00	\$ 500.00	\$ 350.00
Victoria Room	\$ 900.00	\$ 1,500.00	\$60.00	\$ 400.00	\$ 300.00

*Corporate Event: Meetings, Seminars, Dinner & Dance, etc.

2.2 Room Capacity

Venue	Banquet	Cocktail	Air Conditioning
Padang Restaurant	100	120	Yes
Gilmour Room	50	70	Yes
Gilmour Terrace	100	130	No Shelter
Victoria Room	20	30	Yes

3) Confirmation of Booking & Deposit



3.1 Booking Confirmation

Once a tentative booking has been made, member would need to sign a Venue Booking Form to secure the venue within seven (7) banking days. In the event when the Venue Booking Form is not signed, the Club reserves the right to accept other reservations for the date.

3.2 Deposit

- A deposit of \$500.00 is required to secure the venue with the venue booking form.
- For event with estimated spending of \$5,000 and above, a 50% deposit (based on estimated spending) is required at least ten (10) banking days before the date of function/event. If the deposit is not received, the club reserves the right not to commit to the function/event.
- Deposit payment must be made by **CASH, CHEQUE or CREDIT CARDS** (3% admin fee will be charged for Credit Card for payment below \$5000)

4) Food & Beverage

4.1 Food

It is the policy of the Singapore Cricket Club that all food and beverage must be purchased from our facility. Exceptions for Kosher, Halal or other ethnic foods may be considered for your event upon written agreement and with indemnification.

- Menu will be charged for the actual number of attendees or the guaranteed number of people, whichever is higher.
- All buffets are available for a period of 90 minutes; coffee breaks are available for 30 minutes and reception for 2 hours unless otherwise noted.
- The Club does not permit any food or beverage to leave the premises due to National Health regulations. Any leftover food from the function will not be allowed to be removed from the premises for take-away.

4.2 Confirm number of guests

Confirmation of guaranteed number of guests must be finalized at least five (05) banking days before the actual event day.

4.3 Final confirmation of Menu

Confirmation of menu must be finalized at least five (05) banking days before the actual event day.

4.4 Buffet charges (Adults / Kids)

- The adult buffet charges apply for 12 years old and above. Kids from 3 years to 11 years old will be charged half price. 3 years old and below will be waived.
- Children menu charges apply for 2 to 12 years old. Infant to 1 year old will be waived.

4.5 Ala Carte food order

- There is strictly NO ALA CARTE order for Padang Restaurant and Gilmour Room bookings. If special permission is granted, ala carte food must be pre-ordered at least five (05) banking days before the function.
- Stumps Terrace booking requires pre-ordering of Buffet or Ala Carte food.

4.6 Halal / other ethnic Food

- There will be \$10 per person food levy for Halal/ ethnic food brought in by the client.
- Catering of Halal / other ethnic food should not be more than 20% of the total number of guaranteed guests.

4.7 Beverage

There are corkage charges for beverages brought in.

CORKAGE CHARGES

- \$30.00 nett per bottle of wine or champagne (750ml)
- \$50.00 nett per bottle of hard liquor

(All bottles have to be Duty Paid. Only a maximum 6 bottles of wine and 4 bottles of liquor can be brought in.)



5) Cancellation

- 5.1** If the client cancels the booking less than ten (10) banking days before the date of event, the \$500.00 deposit and/or in the event where a deposit is required, deposit will be forfeited. Otherwise, 20% of the minimum F&B spending will be required as cancellation fee.
- 5.2** If the client cancels the booking on the event day, the \$500.00 deposit and/or in the event where a deposit is required, deposit will be forfeited. Otherwise, 50% of the minimum F&B spending will be required as cancellation fee.

6) Payment

- 6.1** All expenses incurred at the function have to be settled immediately on the actual day of the event. There are options for making payment by **CASH, CHEQUE or CREDIT CARDS** (3% admin fee will be charged for Credit Card for payment below \$5000) at the reception.
The sales chit signed at the end of the event serves as a simplified Tax Invoice.

7) Dress Code

- 7.1** Members and guests must be appropriately attired when visiting the Club and using its facilities. The accepted attire is shirts which must have collars and sleeves and trousers; or national costumes. Neck-tie is not essential. Flip flops, open-toe footwear (for men), sandals, clogs, singlets, shorts, bermudas and collarless tee-shirts are not permitted. Clothes which are torn, ripped (whether for fashion or otherwise) or soiled, overalls, boilersuits and combat clothing are not allowed.
For special "Thematic" events which require costumes and other dress codes, the Members will have to inform the Banquet & Events Personnel.

8) Liability & Indemnity

- 8.1** Applicant shall be liable for any outstanding payments from the function.
- 8.2** Applicant shall be liable for and shall indemnify the Club for any loss or damage caused by your organization, guests, contractors or agents during the set-up, the function and the removal or equipment. The equipment and other property belonging to your organization are placed at the sole risk of your organization and your organization shall not hold the Club responsible for any loss or damage. All arrangements for the function set-up will be subjected to the Club discretion.
- 8.3** Applicant is responsible for their guest's behavior while he/she is at the Club
- 8.4** The Club reserves the right to relocate the venue of the event within the premises at its discretion should unforeseen circumstances arise.
- 8.5** The menu selections and items are subject to change due to seasonal demand and market availability.

9) Club Rules

- 9.1** Due to limited car park facilities, the club is unable to accommodate any request for guest parking. The nearest car park is at the National Gallery Singapore or Parliament of Singapore.
- 9.2** Hand phones may not be used in the Club premises (permissible only on the terrace).