



**BANQUET & EVENT**  
**MEMBER 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.

**2) Charges**

- 2.1 **Gilmour room (maximum 4 hours)**
  - **OFF PEAK:** The minimum spend for members' private event\* is **\$1800.00** on food and beverage in order to book the room.
  - **PEAK:** The minimum spend for members' private event\* is **\$2100.00** on food and beverage in order to book the room.
- 2.2 **Padang Restaurant (maximum 4 hours)**
  - **OFF PEAK:** The minimum spend for members' private event\* is **\$5300.00** on food and beverage in order to book the room
  - **PEAK:** The minimum spend for members' private event\* is **\$5800.00** on food and beverage in order to book the room.
- 2.3 **Victoria Room (maximum 4 hours)**
  - **OFF PEAK:** The minimum spend for members' private event\* is **\$700.00** on food and beverage in order to book the room
  - **PEAK:** The minimum spend for members' private event\* is **\$1000.00** on food and beverage in order to book the room.

**\*OFF PEAK: Sunday to Thursday**

**\*PEAK: Friday, Saturday, EVE of Public Holiday and Public Holidays**

**2.4 Extra Hourly charges**

- Gilmour room: \$80 an hour
- Padang Restaurant: \$150 an hour
- Victoria Room: \$60 an hour



**2.5 Stump Terrace Table Reservation**

- Reservation is limited to a maximum of 50 people.
- There is a minimum Food and Beverage spending of \$750
- No children under the age of 12 shall be permitted into Stumps Bar/Terrace after 7pm.

**2.6 Buffet charges (Adults / Kids)**

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

\*Member's private event: Birthday, Wedding, non-corporate related event, etc.

**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. 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**

For event with estimated spending of \$10,000 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.

**4) Food & Beverage**

**4.1 Confirm number of guests**

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

**4.2 Final confirmation of Menu**

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

**4.3 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.



**4.4 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) working days before the function.

**Stumps Terrace booking requires pre-ordering of Ala Carte food.**

**4.5 Halal / other ethnic Food**

- There will be \$10 per pax 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.

**4.6 Beverage**

There is corkage charge for beverages brought in. The Banquet & Events team will provide you with the updated list of corkage charges.

**5) Cancellation**

**5.1** If the member cancels the booking less than twelve (12) banking days before the date of event, the Club will charge a \$500.00 cancellation fee into the Member's account and/or in the event where a deposit is required, deposit will be forfeited.

**6) Payment**

**6.1 Member**

Expenses incurred at the function will be debited into the member's account. Members who prefer to settle the payment on the actual day of the event can make payment by **CASH, CHEQUE or VISA/ MASTER CREDIT CARDS** (3% admin fee will be charged for Credit Card payment below \$5000).

**7) Dress Code**

**7.1** Flip flops, open-toe footwear (for men), singlets, shorts, bermudas and 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.. The club reserves the right to refuse entry to those who are inappropriately attired. 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 (Member) shall be liable for any outstanding payments from the function.
- 8.2 Applicant (Member) 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 The Club reserves the right to relocate the venue of the event within the premises at its discretion should unforeseen circumstances arise.
- 8.4 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.
- 9.2 Hand phones may not be used in the Club premises (permissible only on the terrace).

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