



BOOKING & EVENT CANCELTION POLICY

CLUB FUNCTION/BUFFET/SPECIAL EVENT

1. Each event has a limited number of seats available.
2. Once this booking has been submitted, any cancellation/reduction in numbers **MUST BE MADE** prior to 3pm one day prior to the booked event, otherwise the full fee will be charged to the booking member's account.
3. Please advise as soon as possible if the number of people in your party changes. An increase in party size may not be possible, but please telephone to enquire and we will do our best to accommodate you.
4. Please note that we cannot guarantee large parties will be seated at the same table (and will also depend on social distancing regulations at the time), but we will endeavor to accommodate table requirements.

PRIVATE FUNCTION & PARTY

1. For cancellation less than 5 working days prior to the event : A cancellation charge equivalent to 50% of the guaranteed revenue will be charged.
2. For cancellation less than 3 days prior to the event : A cancellation charge equivalent to 75% of the guaranteed revenue will be charged.
3. For cancellation on the event day : A cancellation charge equivalent to 100% of the total estimated revenue will be charged.

Typhoon and Black Rainstorm Policy

In the event that either a Typhoon signal number 8 or higher or a Black Rainstorm warning is hoisted by the Hong Kong Observatory on the function day (or released less than six hours prior to function starts), guests may reschedule the function subject to availability of the Club's venue. Please note the following conditions:

1. Bilateral agreement between the guest and the Club on the new function date is required. Function space will be subject to availability.
2. The guaranteed revenue of the function is subject to change, according to the new function date and venue chosen.
3. The Club shall not be held liable or responsible for any loss or damage of property and articles brought into the premises for private functions or other purposes.
4. Guests will be held responsible for all costs of refurbishment and replacement in case of any damage to Club property or other equipment.