



CITY GOLF CLUBS CORPORATE EVENTS; TERM AND CONDITIONS

The following information is supplied to ensure your very special event runs to schedule. This information is correct at the time of printing however some details may change from time to time.

1. TENTATIVE BOOKINGS

A tentative booking will be held for seven (7) days only from the date of your enquiry. If another enquiry is made on the same day we will attempt to contact you to offer you first choice. The booking is not considered confirmed until City Golf Club has received your booking confirmation form and deposit.

2. DEPOSITS

When returning your confirmation form (within 7 days of your tentative booking) together with a Signed Terms & Conditions, a non-refundable, non transferable deposit of \$200.00 must be received by City Golf Club.

3. CONFIRMATION

On receipt of your deposit your Event will be confirmed.

4. PAYMENT

A tax invoice will be sent to you/the company from City Golf Club once the event has taken place. The account is strictly a seven (7) day account. Payment may be made by direct deposit, credit card or EFTPOS.

5. CANCELLATION

For functions cancelled within 4 weeks of the function date, a cancellation fee equivalent to \$200 or 50% the deposit will be charged. Cancellations made within 7 days of your event will incur 75% of catering costs, full room hire and extras charges.

6. FINAL NUMBERS

The final number of guests (including dietary requirements) attending the event is required seven (7) working days prior to the commencement of the event. We require a minimum of 48 hours notice for any increase in numbers. Once your final numbers have been confirmed we will do our best to cater for additional numbers, however we do not guarantee your selection on the menu will be the same. Approval from City Golf Club is required for all increase in numbers. Should final numbers increase or decrease significantly from those advised at the time of reservation, we may substitute a more appropriate function room. Every effort will be made to discuss this with you. Please note: City Golf Club will cater for and charge for the confirmed number, even if fewer guests attend.

7. DIETARY REQUIREMENTS

All dietary requirements are to be given 7 working days prior to the event. If this does not occur, the Chefs will endeavour to facilitate the requested dietary requirements but cannot guarantee conformity.

8. EVENT DURATION

The following event durations on your Event Proposal must be strictly adhered to. A function at City Golf Club is not permitted to finish later than midnight to comply with liquor licensing requirements.

9. EARLY SET UP AND ACCESS TO THE ROOM

Depending on our function bookings it may not be possible for you to have access to the facilities early on the day of your event. Please speak to our Events Manager regarding the access time for your event.

10. CHANGES TO ADVERTISED MENU PRICING OR AVAILABILITY

Menus pricing and availability are subject to change without notification. While every effort is made to maintain prices and availability, these may be subject to increase or change due to unforeseen circumstances. In the event that this occurs these fees will be on-charged to you.

11. CONDUCT AT AN EVENT

You agree to begin your event at the scheduled time and agree to have all guests; invitees and other persons vacate City Golf Club function room at the closing time of 12.00 midnight. The bar will close at 11.30pm. Entertainment must also finish at this time also. The patron

is responsible to conduct the function in an orderly manner and in full compliance with the Clubs rules and House Policy of Club management and all applicable laws. You must ensure no disturbances or nuisances will be caused to any guests, visitors or neighbours of City Golf Club. Management reserves the right to intervene if functions activities are considered illegal, noisy or offensive and will remove any guest from the event whose behaviour is objectionable and undesirable.

12. FOOD AND BEVERAGE

You or your guests are not permitted to bring food or beverages onto the premises, with the exception of celebration cakes. All our prices quoted are inclusive of GST.

13. DRINKS/BAR

City Golf Club is a licensed venue. Drinks of any kind are not permitted to be brought onto Club premises. We will provide you a beverage menu before your event and you can choose to cover all or part of the cost of drinks during your event.

There are three (3) options for drink service:

- 1. Unlimited Tab – you will cover the costs of all drinks consumed at the event. If you choose to have an unlimited bar tab you will need to provide us with active credit card details. We will deduct the cost of drinks from your credit card at the conclusion of your event.
- 2. Limited Tab – you cover the costs of the particular drinks, certain guests or up to a dollar limit set by you. Once this limit is reached we will contact you (or your designated contact) whereby you can increase the limit or choose to continue with a "cash bar" where guests will pay for their own drinks
- 3. Cash Bar – you and your guests purchase drinks at our bar via motel room charge, cash, EFTPOS or Credit Card facilities.

14. RESPONSIBLE SERVICE OF ALCOHOL

The City Golf Club practices responsible service of alcohol and as such our bar services ceases at 11.30pm. As part of our responsible service of alcohol we will not serve:

- a) Intoxicated patrons
- b) Disorderly patrons or
- c) Patrons under the age of eighteen(18) years of age

Under the Liquor Licensing Act City Golf Club reserves the right to refuse service and/or exclude or eject any guest from any function or from its premises if the client is intoxicated, unruly, aggressive or destructive.

15. LOSS OR DAMAGE

When you book City Golf Club you will be responsible for any loss or damage to the premises, its fittings and or equipment or injury to any staff member caused by any guest of or contractor engaged by the client, or his agents prior to, during or after the function or event. General and normal cleaning is included in the cost of the room hire charge, but additional charges may apply if the function has created cleaning needs above and beyond normal cleaning. Any room hire fee does not cover any loss or damage. City Golf Club does not accept responsibility for damage, or loss of, any client's property left in the premises prior to, during or after a function. Confetti and sparklers are not allowed at any event for the above reasons.

16. SMOKING POLICY

Smoking is restricted to the designated outdoor areas. By law no one is permitted to smoke within 6 meters of building entrances. Smokers are asked to use the ashtrays provided by City Golf Club.

17. FORCES OF NATURE

Should an incident arise where your event be cancelled, relocated or is interfered with due to a force of nature (circumstances beyond our control) City Golf Club shall not be liable for the financial expense of your event.

Event Name: _____ Event Date: / /

Name: _____ Signed: _____