



## General Information

Each function is treated with attention to detail. The following is general information that may be of assistance to you in preparing for your function.

### **1. Location and Contact Details**

Avondale Golf Club is located at the end of Avon Rd, Pymble, NSW.

### **Contact Details**

Salvatore Barbera – Food and Beverage Manager

Phone No: (02) 9449-6455

Fax No: (02) 9488-7065

Email: [salvatore@avondalegolfclub.com.au](mailto:salvatore@avondalegolfclub.com.au)

### **2. Table arrangements**

The table arrangements will be determined by the particular atmosphere you wish to create. We are happy to discuss your requirements and suggest an appropriate layout.

### **3. Flowers**

You can arrange for the florist of your choice to provide flowers or the Club's florist can provide flowers for tables and large arrangements for the room, at an additional cost.

### **4. Entertainment**

The Club can arrange a pianist, duo, trio, band or DJ in most styles of music, at an additional cost.

## Terms and Conditions

### **1. Confirmation**

Confirmation of your booking must be made in writing with the Deposit. An estimated number of attendees are required at this time. The Deposit will be \$1000.

### **2. Payment**

Final payment must be made 7 working days prior to your function date. Payment may be made by credit card (Visa or MasterCard only) EFTPOS, cash or cheque.

### **3. Details of Function**

To ensure that your function is a success, we request that all details are confirmed 7 working days prior to the function date. The Organiser of the function should note the terms and conditions in the function contract. Final payment is required at this time. Numbers for charging cannot be reduced less than 7 days prior to the function. Numbers may be increased up to 2 days prior to function date.



#### **4. Commencement Times**

##### ***Daylight Savings Period***

Commencement of the Wedding Receptions at Avondale Golf Club cannot begin earlier than 6pm on Saturdays. Garden Ceremonies cannot commence earlier than 5pm with the pre-dinner drinks component of the reception commencing immediately after the conclusion of the 1 hour allowed for the ceremony.

##### ***Non-Daylight Savings Period***

Commencement of the Wedding Receptions at Avondale Golf Club cannot begin earlier than 5pm on Saturdays. Garden Ceremonies cannot commence earlier than 4pm with the pre-dinner drinks component of the reception commencing immediately after the conclusion of the 1 hour allowed for the ceremony.

#### **5. Early Arrivals**

Avondale Golf Club is a private members club and cannot accommodate arrivals any earlier than the commencement times stipulated in point 4 above or the scheduled time as agreed for the commencement of your reception or ceremony by yourselves and the Clubs own Wedding Coordinator.

#### **6. Insurance**

The Club will not accept responsibility for damage or loss of personal belongings left in the Club prior, during or after functions. Organisers should arrange at all times for their own insurance.

#### **7. Damage to Club property**

Organisers are responsible for any damage sustained to Club property during functions. The Club reserves the right to seek reimbursement from the Organiser for any damages caused by guests attending the function. Use of walls for display material is not permitted.

#### **8. Cancellation by Club**

If the Club has reason to believe that a function will affect the smooth running of the Club, its security or reputation, it reserves the right to cancel the function.

#### **5. Minimum numbers**

Minimum numbers of 70 people are required for a package at Avondale Golf Club. If you the guest number is less than 70, a room hire surcharge shall apply.

#### **6. Public holiday and Sunday surcharge**

A surcharge of \$4pp per hour, or part thereof applies on public holidays and Sundays.

#### **9. Cancellation by the client**

If the booking is cancelled within 90 days of the function the full deposit will be forfeited. All cancellations must be made in writing.

#### **10. Audio Visual**

All audio visual equipment will be quoted on application.



### **11. Chair Covers**

Avondale Golf Club reserves the right to be the exclusive supplier of Chair covers for weddings. This is due to the need to hire chair suitable for events. Chair covers can be hired at a reasonable \$5.50 each.

### **12. Venue**

Avondale Golf Club reserves the right to change your venue should any unforeseeable circumstance arise. We will endeavour to assist in relocating your booking to a suitable alternative venue.

### **13. Food and Beverage**

The Club has a wide range of menus to suit any occasion and is fully licensed. The Club's policy does not allow for food or beverage to be brought onto the premises for consumption. Menus are subject to change according to seasonal produce available.

### **14. Price Variation**

Please note prices are subject to change without notice. Final prices will be confirmed 3 months prior to function date. Every endeavour is made to maintain prices as printed, but these may be subject to increase to meet rising costs.

### **15. Patron Care**

In accordance with our Responsible Service of Alcohol Policy we reserve the right to refuse supply of liquor if we feel the client or guest appears to be intoxicated or under age.

### **16. Dress**

All guests must conform to the Club's dress code of neat, clean and tidy. The Club reserves the right to refuse entry.

### **17. Smoking**

Smoking is not permitted in the Clubhouse, including private rooms. Smoking is allowed on the verandas around the Clubhouse should your guests wish to do so.

### **18. Mobile Phones**

Use of Mobile phones is not permitted in the Clubhouse or on the course. Mobile phones may be used in the carpark.

I / We have read and accept the foregoing conditions

Function Organiser \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

Date of function \_\_\_\_\_

