



KOoyonga GOLF CLUB

Terms and Conditions

CONFERENCES / MEETINGS / FUNCTIONS

The following terms and conditions reflect our commitment to provide a quality service in order to meet your expectations for a successful event.

1. **TENTATIVE BOOKINGS** – will be held for a maximum of 28 days. If the event is not confirmed by you by this time the space may be released without notice.
2. **CONFIRMATION** – is required in writing.
3. **DEPOSITS** – we will request a deposit of \$500, at the time of confirming the booking.
4. **CANCELLATION** – of an event must be advised in writing. If the event is cancelled with less than 60 days notice, deposits may be refunded only if the space is resold. The entire deposit may be retained in lieu of costs incurred for cancellation notices of 30 days or less.
5. **GUARANTEED NUMBERS** – a guaranteed number of guests is required five full working days prior to the event. Charges will be based on the number of people attending the event or the guaranteed number, whichever is the greater.
6. **MENU SELECTION** – please advise menu selection 14 days prior to the event. Special dietary requirements can be accommodated with numbers to be advised at the same time as the event or the guaranteed number.
7. **INSURANCE** – we are unable to take responsibility for damage to or loss of items before, during or after an event and any problems related to a power “blackout” during the reception and recommend that you arrange appropriate insurance cover.
8. **DAMAGE** – Please be aware that you are financially responsible for damage sustained during the event to property and fittings operated and owned by Kooyonga Golf Club.
9. **INDEMNITY** – Liability for Damage to Property or Injury to Persons. You agree to indemnify the Club against any liability, loss, claim or proceeding arising under any statute or at common law in respect of injury, loss or damage to property, real or personal, including cash, owned by your guests or any third party including the Club, or in respect of personal injury to, or death of, any person arising out of or in connection with the function where caused by any negligent act or omission to act or wilful misconduct or breach of statute, or breach of this Agreement by you or your employees, agents, contractors, representatives, invitees or guests or by other persons entering the premises to attend the function whether invited or not (such as gatecrashers).
Damage or Injury contributed by the Club. Your indemnity to the Club is reduced proportionately by the extent that the injury, loss or damage to property or to any person is contributed to by the wilful or negligent act or omission of the Club, its employees, officers, agents or subcontractors.
10. **SECURITY** – will be required for some licensed events, which will incur additional charges payable by the client. All costs associated with the provision of security personnel to be met by the client
11. **EXTENDED HOURS** – an additional labour charge may apply if your event continues after midnight. Additional staff charges apply after midnight of \$250.00 per every half hour or part of.
12. **PRICES** – all prices are current at the time of quotation but may be subject to change at management discretion to meet rising costs. Upon receipt of written confirmation and deposit, fixed prices will be confirmed in writing.
13. **PUBLIC HOLIDAY SURCHARGES** – a surcharged of 20% is applicable to catering costs for all events held on Public Holidays. The minimum number charged for an event on any weekend or Public Holiday will be 60 people.
14. **PAYMENT** - All event accounts are to be paid in full by the date specified or on the conclusion of the event. A surcharge is applicable to credit card payments (2% Visa/Mastercard, 3% AMEX/Diners).

15. **FOOD PROVISION** – Only food provided by the Kooyonga Golf Club can be consumed during the event.
16. **LIQUOR LICENSE** – The Kooyonga Golf Club has a responsibility to comply with the liquor licensing conditions as determined by the Liquor Licensing Commissioner. The Kooyonga Golf Club will not enter into any arrangement which will jeopardise the pre-determined conditions of any liquor license held by the organisation. The client is subject to and bound by all directions and instructions given by representatives in relation to the provision of alcohol and the emanation of noise from the licensed area.
17. **DRINKS ON COURSE** – No bottled beverages are allowed on the course, however cans are acceptable. Kooyonga Golf Club to provide all beverages. Clients supplying on course beverages are subject to a handling or corkage charge.
18. **RE-ALLOCATION OF ROOMS** – We reserve the right to re-allocate function rooms due to circumstances beyond our control. If the final numbers increase or decrease significantly from those advised at the time of reservation, we may substitute a more appropriate room of our choice. Any changes will be discussed with you at the appropriate time.
19. **EXHIBITIONS** – Exhibition companies are responsible for transport, set-up and dismantling of their own equipment in accordance with our health and safety codes.
20. **ADVERTISING** – Prior permission is required to use the Kooyonga Golf Club logo in print or in audio visual displays.
21. **CLEANING** – General and normal cleaning is included in room hire charges. Additional charges may be incurred by you in instances where an event has created cleaning requirements which are considered to be over and above normal cleaning.
22. **SMOKING** – in accordance with Kooyonga Golf Club policy, rooms and corridors in the Kooyonga Golf Club Clubhouse are no smoking areas. Smoking is permissible on the carpark side of the Clubhouse.
23. **ADDITIONAL SERVICES** – We will be pleased to arrange additional services upon request, such as entertainment, decorations, technical equipment etc. which will incur additional charges.

SIGNED ACCEPTANCE

I acknowledge that I have read and understood the above terms and conditions.

Name.....

Address.....

Company/Organisation (if applicable).....

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Event Date(s).....

Telephone Facsimile.....

Signed

Date.....