

FUNCTION HIRE General Information and Conditions

We are delighted that you have considered the Busselton Golf Club (the club) for your special day. Please read the following to ensure the smooth running of your event.

General – the club is the holder of a full club licence and will meet all the requirements to fulfill its regulatory obligations. Booking requests must be made in writing as a request stating time and type of function. All bookings are subject to terms and conditions plus approval as set by committee of the club. Bookings can only be made on the condition that the applicant is a member of the club noting the types of membership categories available for prospective members who may only have a social or house interest as apart from other activity that may be carried out by the club. At its discretion and for a non-member fee of \$200+ the club may allow in some instances the seeking of a non-members extended trading permit (ETP) for the function. Bookings will be confirmed on receipt of the deposit for the function, acceptance of terms, the approval or confirmation of the financial membership and the ratification by the committee.

At its discretion the committee or management may require special terms be set for any event and that would include private qualified security personnel and extended hours attention which would be a required addition and cost to the applicant.

Conduct of the Function:

- a) The member assumes full responsibility for the conduct of all guests and undertakes that in the event of that a guest does damage to the club property, then proper restitution is made.
- b) The club reserves the right to refuse service to any patron that is intoxicated or who otherwise may be in breach of the Liquor Control Act 1988.
- c) The member will cause the event to be conducted in a manner conducive to the best interests of the club and in line with reasonable directives made by the club. The member will continue to liaise with the clubs on duty approved manager during the course of the member's event or function.
- d) The club reserves the right to cancel any event or function without liability if it has reason to believe the event/function (or continuance of the event/function) will compromise the smooth running of the club, its security or reputation.

- **Menus** The enclosed menus have been structured so that you can create your own special menu to suit your requirements. Special arrangements can be made for vegetarians and children. Please notify us when choosing your menu. Children under 12 years of age will be charged at 50% of the full rate. If you intend catering for your photographer and/or band DJ, please include them in the final number.

- **Beverages** Can be supplied on a consumption basis but in line with the needs of the paying member only. STRICTLY NO ALCOHOL can be brought onto the licensed club by the member or his/her guests.

- **Liquor Licence** Trading Hours Mon – Friday until midnight or as determined by the committee and the clubs Approved On Site Manager. Saturday – until 12:00pm, or as determined by the committee

and the clubs Approved On Site Manager. Sunday – until 10:00pm, or as determined by the committee and the clubs Approved On Site Manager.

- **Venue Hire:**\$500

- **Entertainment** You are most welcome to choose your own entertainment, however, should you need any advice we would be happy to assist. Strippers are not permitted.

- **Decorations** The function venue can be decorated to your personalised colour scheme or theme. Please note that nothing is to be nailed, screwed, stapled or adhered to any wall, door or surface of the building. The Functions Manager must approve all signage in the public areas. Confetti and rice are not permitted anywhere within the buildings or grounds.

- **Tentative Bookings** Tentative bookings will be held for a period of two weeks and will automatically be cancelled after that period.

- **Confirmation** The room hire fee is required to secure the venue and date of your function. Upon receipt of this fee General Committee need to approve your application. A letter of confirmation will be sent to you once your application is approved. The room hire fee will not be refunded unless the function is cancelled more than 4 months prior to the date or if the date is re-booked. Cancellations must be received in writing.

- **Food Deposit and Payment** A deposit on your catering requirements must be paid no later than four months prior to the function. 50% of food costs to be paid 6-8 weeks prior to your function. Balance of food costs with confirmation of numbers seven (7) day's prior function. Beverage consumption is to be settled on the evening. Payment may be made by cash, cheque or credit card. However, a surcharge of 3% will be incurred for use of AMEX or Diners Club.

In the event the hirer wishes to use the facilities of the kitchen, an additional hire fee of \$100 is to be paid in advance along with a \$200 bond for cleaning of the kitchen. The caterer engaged by the hirer, or the hirer, as the case may be, will be expected to leave the kitchen in a clean and tidy condition. In the event that this is not done, the cost of cleaning shall be deducted from the bond.

- **Bond** A \$300 payment is required to cater for any damages and disruption that is attributable to your function and is repayable at the discretion of management.

- **Cancellations** In the event of the function being cancelled by the member, the food deposit will not be refunded unless the facility can be re-hired for a function with a supplementary catering value. If your function is cancelled after a "Function Appointment", approximately 6-8 weeks prior to your function, we reserve the right to charge 50% of the food value. If cancelled within 3 working days of your function, 100% of the food value will be charged for. Cancellations must be received in writing.

- **Pricing** Prices quoted are current and every endeavour is made to maintain prices as printed, however, they are subject to change at management's discretion to allow for market cost variations.

- **Function** Appointments It is desirable to finalise all arrangements, including club membership, menu selection, room layout and beverage requirements etc. approximately 6-8 weeks prior to your function date.

• **Final Attendance Numbers** A guaranteed number of guests attending the function is required no less than seven (7) days prior to the event. This will be considered the guaranteed number charged for, not subject to reduction or cancellation. Numbers may increase by up to 10% three (3) days prior to your function and will be charged for accordingly.

• **Minimum Numbers** A minimum of seventy (70) guests is required for Saturday evenings, excluding the months of June, July and August. A minimum of fifty (50) guests is required for these months and other days unless by prior arrangement.

• **Public Holidays** Please note that a 20% surcharge is applicable on public holidays.

• **Damages** The Club is always extremely careful when looking after people and their belongings; however, we cannot take responsibility for damage or loss of merchandise left on the premises, prior to, during or after the function. Unfortunately accidents do happen and we must specify that any unnecessary damage to the Function Centre property during an event becomes the financial responsibility of the organiser.

• **Food or Beverages** Strictly no Food or Beverages may be brought onto the premises of the Club for consumption during the function.

• **Responsible Service of Alcohol** The Club is a responsible purveyor of alcohol and has the right to refuse service of alcohol to any person, including private function guests. Under no circumstances may a minor consume alcoholic beverages on a licensed premise. All laws relating to the "Liquor Control Act 1988" must be adhered to. The club has a code of conduct that allows its on site approved manager to cease service and remove from the premises any guest that breaches any part of the Liquor Act. If the member leaves or is removed from the premises the service and supply of alcohol will no longer be served to guests of that departed member.

• **Smoking** The club facility is a non-smoking venue and smoking is only permitted in outside designated areas.

• **GST** - All prices inclusive of GST.

I accept all the terms and conditions as outlined

Member/Applicants Name: _____

Signature: _____ Date: _____

Date of Function: _____

Club: Busselton golf Club

Name: _____ (Authorised person of the Club)

Signature: _____ Date: _____