



CARNARVON GOLF CLUB

Terms and Conditions

Thank you for considering Carnarvon Golf Club as the venue for your Event. For your information, the following terms and conditions apply to events held at the Club.

Club Membership

It is a legal requirement that the organiser is, or will become a member of Carnarvon Golf Club. Social Membership is available at a very reasonable rate. Please discuss with our Functions Manager or telephone the Club during business hours for information or alternatively visit our website www.carnarvongolf.com.au

Confirmation of Bookings.

Confirmation of a function booking can only be confirmed on receipt of deposit. This deposit is required within ten days of making a tentative booking. Carnarvon Golf Club reserves the right to cancel any booking if ten days has elapsed from the date of the tentative booking without a deposit being received. This deposit is non-refundable.

Menu Selection

There is a minimum of 30 guests for the private function rooms. Your menu selection must be returned 14 days minimum prior to your event. Inclusive of dietary requirements and serving times.

Cancellations

If you cancel more than 14 days before your event, the deposit received is non-refundable. All cancellations must be made in writing via email to functions@carnarvongolf.com.au

Payments

Payment of your event is expected to be made in full 7 days minimum prior to your event, when all details are finalised, and an invoice has been issued. Your Dry Till is paid at the conclusion of your event, you must leave a credit card & ID behind the bar to set up a tab. The Event Centre is separate to the main bar and a member's discount does not apply. Carnarvon Golf Club reserves the right to cancel an event if full payment is not received 2 days minimum prior to the events start date.

Payments of accounts can be made by:

- Cash
- Credit Card (Visa, MasterCard, American Express)
- Electronic Funds Transfer to our Bank Account

Public Holiday Surcharge

There is a 15% surcharge on all public holidays.

There is strictly no access to the Golf Course

Food & Beverage

Carnarvon Golf Club is a licensed premise and no outside food or drink is permitted on site unless otherwise agreed upon prior to your booking. In the event that the organiser brings more than the agreed upon amount this will not be permitted on site.

No catering is permitted to leave the premises at the end of a function / event in line with the Australian Food Safety Standard Code 3.2.2.

Our menu items & prices are subject to change at any time.

Final Numbers

We require information as to the approximate numbers attending your function at the time of booking. The final numbers attending the function must be confirmed seven (7) days prior to the function. The confirmed numbers will be the number used to calculate the charge for the event. Additional numbers may be added after this time within reason however clients may not reduce numbers once confirmed.

Function Times & Room Hire

All events have a room hire fee. The price varies according to which room you choose or are allocated. Your Room hire is for a 5-hour period. Wake events are for a 3- hour period. If an additional hour is required there is a \$200 per hour fee. If you go over your allocated booking time you will be charged for the extra time. (This excludes pre-approved bump in times). Any additional hours must be organised with the Functions Manager prior to your event.

Responsible Service of Alcohol

Carnarvon Golf Club practices the Responsible Service of Alcohol. We reserve the right to refuse service to anyone we declare to be intoxicated. If this occurs, the intoxicated person is legally required to leave the venue. See section 77 of the NSW liquor Act 2007.

Responsibility

It is your responsibility to ensure your guests behave in a respectful and orderly manner throughout your event. Organisers are financially liable for any damages or loss incurred to Carnarvon Golf Club facilities, fixtures or fittings through the actions of their guests, contractors or themselves. We reserve the right to charge a cleaning fee of \$300 should we deem the room has been left in an excessively dirty state.

Insurance

Carnarvon Golf Club Staff will take every reasonable measure to ensure that you and your guests belongings remain safe at all times during your function however no responsibility will be accepted for loss or damage sustained to any property of yours or your guests prior to, during or after your function.

External Vendors/Suppliers

You must have prior approval to bring in external vendors who supply equipment or entertainment activities. If approved you must supply us with their name and contact details and a copy of their public liability insurance prior to your event or they will be turned away on arrival.

Smoke producing Devices

As per NSW Fire Brigade legislation smoke detectors have been fitted within Carnarvon Golf Club. Should any smoke producing device be used during your event it will activate our smoke detectors.

You will be liable for any charges incurred.

Security

Carnarvon Golf Club reserves the right to insist on security for functions where it is deemed necessary. This will be an additional charge to the function organiser.

I/we have read, understood and agree to the terms and conditions outlined by Carnarvon Golf Club.

Signed -----

Dated -----