

BARDWELL VALLEY GOLF CLUB TERMS AND CONDITIONS

- All prices quoted are GST inclusive.
- It is club policy that function organisers are not permitted to provide their own food or drinks for functions held at Bardwell Valley Golf Club.

BOOKINGS

- Tentative bookings will be held for fourteen (14) days.
- To confirm your function we require payment of a non refundable room hire fee of \$300.00.
- Final payment of catering accounts will be required seven (7) days prior to the event.

GUARANTEED NUMBERS

- We require confirmation of final numbers and details seven (7) days prior to the event.

MINIMUM NUMBERS

- Minimum number for catering is forty (40) guests.

CANCELLATION

- Your deposit of \$300.00 is non refundable in the event your function is cancelled.
- Late cancellations within thirty days will result in complete payment of function costs based on confirmed numbers.

SUNDAY AND PUBLIC HOLIDAY FUNCTION POLICY

- A surcharge of ten percent (10%) will be charged on the total catering account of any Sunday or public holiday function.

SECURITY CHARGE

- For twenty first or eighteenth birthday celebrations the Club will provide a security guard to screen arrivals and monitor behavior. His services are charged at \$40.00 per hour and are provided for the duration of the function.

DURATION OF FUNCTIONS

- Functions are booked for a five (5) hour period.
- **Due to the heavy schedule of golf at the club, we ask that your guests arrive no earlier than your pre arranged time.**
- Extension of time is possible but must be arranged when booking. A standard charge of \$220.00 per hour or part there of will apply.

MENU OPTIONS

- We are happy to assist you with your catering requirements, however to ensure your needs are met, we require your menu selection at least seven (7) days prior to your function.

BEVERAGE POLICY

- Bardwell Valley Golf Club has a Responsible Service of Alcohol policy and conforms to all legislation relevant to this policy.
- Club staff members are not permitted to serve alcohol to minors and intoxicated guests under the NSW Liquor Act 1982.
- Club policy does not permit members and guests to bring their own alcohol onto the premises.
- All beverage costs are calculated on a consumption basis, however we can provide a drinks package should it be required.
- If a drinks package is selected it will run for a period of four and three quarter hours. Should a drinks package be selected and the function extended beyond the five hours, the drinks consumed in the extra time will be charged on consumption. Any outstanding accounts will require payment at the conclusion of the function.
- The bar will close fifteen (15) minutes prior to the end of the function.
- Beverage accounts require payment at the conclusion of the event.

INSURANCE

- The organizer of the event is financially responsible for any damage sustained to Bardwell Valley Golf Club property during the function.
- Access to the golf course during functions is strictly prohibited.
- The Club will not accept responsibility for the loss or damage to any property left on the premises prior to, during or after the function.

GUEST LISTS

- Clubs NSW law states that alphabetical listing of guests complete with residential addresses is required prior to the commencement of each function. Please provide this list to the Club. If the guest list is not provided, all guests will be required to sign the guest register book.

PHOTOGRAPHY

- The Club reserves the right to take photographs of any function held on the premises for future promotional or marketing purposes. The Club is entitled to use these photographs without any further notice or compensation.

YOUR FUNCTION INCLUDES...

- A five hour reception
- A three course meal or buffet or finger food
- Catering for vegetarian and special dietary requirements
- Discounted pricing for children's meals (Under 13 yrs)
- Freshly brewed tea and coffee
- Your selection of drinks charged on consumption
- Tables to seat 8 – 10 people with full white table linen
- Microphone for speeches
- Dance floor
- On site parking
- Juke Box for Hire

I HAVE READ AND ACCEPT THE TERMS AND CONDITIONS OF
BARDWELL VALLEY GOLF CLUB

• DATE OF FUNCTION

• TYPE OF FUNCTION

• START TIME

• NUMBER OF GUESTS

• MENU PRICE

• NAME OF ORGANISER/ BRIDE & GROOM

• ADDRESS

• CONTACT PHONE NO

• EMAIL

• SIGNATURE

DATE

• HOW DID YOU HEAR ABOUT US?

• ROOM HIRE FEE ENCLOSED: \$300.00 () CASH () CHEQUE () M/CARD () VISA

• CARDHOLDER'S NAME

• SIGNATURE

• CARD NO

• EXPIRY DATE
