

# Terms & Conditions

## FUNCTIONS



We thank you for considering North Ryde Golf Club Ltd as your venue for your special function. Set out below are the responsibilities of both you, as the hirer of the facility and North Ryde Golf Club as the provider.

### 1. Booking Enquires

- 1.1. All booking enquires should be directed to the Function Manager through the Club's office during business hours (9am to 5pm Tuesday to Friday and 11am – 5pm Saturday).
- 1.2. You may make a tentative (unconfirmed) booking upon request. This allows you to have the first opportunity to confirm the booking before other potential bookings.
- 1.3. If you have made a tentative booking and there is another request for that date, the office will contact you requesting that you confirm the booking within 24 hours. If the booking is not confirmed the tentative booking may become void.
- 1.4. A tentative booking may become void if confirmation is not received within 14 days of the tentative booking.

### 2. Food and Beverage

- 2.1. The menu packages, beverage and wine lists contained herein are subject to change without notice.
- 2.2. Food or beverage, of any kind is not permitted to be brought onto or leave North Ryde Golf Club premises without prior consent from the Functions Manager.
- 2.3. Unless specified otherwise additional main meals ordered and served to photographers, musicians, video cameramen, or others alike will be charged at \$25 per person and this will be charged to the functions organiser.

### 3. Deposits and Confirmation

- 3.1. To confirm a booking a deposit of 20% of the quoted cost of the function or \$500 is required, whichever is greater. The payment must accompany the attached Booking Confirmation Sheet.
- 3.2. If a deposit and/or the Booking Confirmation sheet are not received Management reserves the right to cancel the booking and allocate the venue to another client.
- 3.3. At the time of confirmation an estimated number of attendees will be given. In this context, it should be noted that, when the number of attendees drops by 20% or more from the original number booked, additional charges may be incurred.

### 4. Cancellations

- 4.1. Deposits may be refunded on cancellation only and on the provision that:
  - 4.1.1. The cancellation was made 60 days prior to the confirmed date – 100% refund.
  - 4.1.2. The cancellation was made not less than 30 days prior to the confirmed date – 50% refund.
  - 4.1.3. The cancellation was made not less than 15 days prior to the confirmed date – 25% refund.
  - 4.1.4. The cancellation was made less than 15 days prior to the confirmed date – no refund.

### 5. Final Numbers for Catering

- 5.1. A guaranteed minimum number of guests attending the function is required four (4) days prior to the event.
- 5.2. Catering will be provided for this number and this will be the minimum number of charged irrespective of last minute cancellations.
- 5.3. The number of guests may be increased after this period, but only after consultation with the Function Manager.

### 6. Dress Regulations & Club policy

- 6.1. All function organisers should ensure that they and their guests adhere to the club's dress regulations. The responsibility is of the host.
- 6.2. The minimum dress code is smart casual attire. Clothing not suitable are scuffs and sandals, football socks or guernseys, tracksuits, elastic waist shorts, lycra, t-shirts, singlet's or headwear, or any other clothing deemed to be offensive or untidy.

### 7. Personal Property

- 7.1. North Ryde Golf Club will take all necessary care, but accepts no responsibility for damage or loss of merchandise left at North Ryde Golf Club prior, during or after functions/seminars.
- 7.2. The Club may instruct the host of a function to remove all property from the club premises at the completion of their function. If the host fails to remove the property the Club will organise for the equipment to be removed and forwarded to the host at the host's expense.

## 8. Security

- 8.1. Functions in the interest of, or arranged by persons under the age of 25 years must have the club arrange, and be present, licensed security during their event at the organiser's expense.
- 8.2. It is compulsory for security operatives to attend all 'Cocktail style' functions in the interest of, or arranged by persons under the age of 25 years. A minimum of two (2) guards shall attend events with up to 80 guests. An extra guard for every additional 40 guests or part thereof shall be a requirement.
- 8.3. The number of security operatives required for all other functions in the interest of, or arranged by persons under the age of 25 years will be at a minimum of one (1) guard per 80 persons or at the discretion of the Board.

## 9. Damage to the Club

- 9.1. The Organiser / Organisation is / are financially responsible for any damage, breakage or excessive cleaning that is deemed a direct result of your function & guests.
- 9.2. Please refer to our *Self Decorating Guide* for instructions when decorating any private function facility or other area of the club. The Organiser / Organisation is / are financially responsible for any damage caused to furnishings, fittings or structures that is deemed a direct result of any breach of this guide.
- 9.3. Functions in the interest of, or arranged by persons under the age of 25 years shall pay an additional deposit of \$500 which shall be deemed a bond. This amount is refundable on the satisfaction that the premise is maintained and left in a sound condition.

## 10. Parking

- 10.1. Guests attending a function at North Ryde Golf Club may use the Member's car park facility but do so at their own risk.
- 10.2. The club is not responsible for vehicles locked within the car park after the Club has closed.
- 10.3. Vehicles parked in places reserved for prominent club personnel, and without permission, will be asked to move their vehicle. Failing this the vehicle may be towed from the area.

## 11. Times

- 11.1. Functions wishing to extend beyond the standard five (5) hour hire period will be subject to an additional charge. This will be pro-rata of the extended hourly rate.
- 11.2. Functions in the interest of, or arranged by persons under the age of 25 years shall not commence prior to 6.00pm and not extend beyond 11.00pm (with the exception of luncheons). All Services (including beverage & entertainment) shall cease at 10.45pm.
- 11.3. All guests are required to vacate the premises within 30 minutes of the conclusion of the function.
- 11.4. We ask that you advise your guests to consider the local residents and leave the Club and parking area as quietly as possible.

## 12. Alcohol and Decorum

- 12.1. The North Ryde Golf Club is obliged to abide by State Government regulation in regard to the responsible service of alcohol.
- 12.2. Functions in the interest of, or arranged by persons under the age of 25 years may arrange for a dry till to a limit not exceeding \$15.00 per person. Beverages limited to a dry till only include one or more of the following: soft drinks, wine by the glass and non-boutique beers.
- 12.3. No person is to obtain more than four (4) reasonable drinks per service at the bar during a function.
- 12.4. Intoxicated persons, minors and those whose behavior is considered by management as disorderly will be refused beverage service and may be asked to leave the premise.
- 12.5. The host is responsible to ensure orderly conduct of your guests, especially when leaving the premise at night.
- 12.6. Management reserves the right to call police and / or terminate the function, without refund of any monies.

## 13. Payment and Final Numbers

- 13.1. **Private Function accounts are to be paid in full prior to the function date.** Bar purchases may be charged on a "consumption basis" with payment required at the end of the function in full. Corporate events will be issued with a seven (7) day account.
- 13.2. Adjustment; should a prior arrangement with the Functions Manager for a post functions adjustment invoice; this must be paid within 7 days.
- 13.3. Payments can be made by Cash, Bank Cheque, Personal Cheque, EFTPOS, Funds Transfer and Credit Card.
- 13.4. All Credit Card transactions are subject to a 1.25% surcharge.

## 14. Registered Clubs Act.

- 14.1. If you are not already a member of the Club, the organiser of the function must join the Club as a Social Member at the time of payment and a list of all names and addresses of the guests in attendance must be provided. This is a requirement of the *Registered Clubs Act: Entry Requirements* and must be adhered to.

Thank you for choosing North Ryde Golf Club as the venue for your function. The staff and Management will ensure that your event will be handled, at all stages, in a most professional manner. Our main objective is to ensure that your event is successful and that your guests enjoy themselves.

## Terms & Conditions

# Booking Confirmation Sheet



Date of Function: \_\_\_\_\_ Type of Function: \_\_\_\_\_

Approx Start Time: \_\_\_\_\_ No. of Guests (approx): \_\_\_\_\_

Name of Organiser: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ Phone: (mobile) \_\_\_\_\_

Email: \_\_\_\_\_

How did you hear about North Ryde Golf Club?: \_\_\_\_\_

Deposit Paid: \$ \_\_\_\_\_ Cash / Cheque / MasterCard / Visa / Direct Deposit  
(please circle one)

Cardholders Name: \_\_\_\_\_ Cardholders Sign: \_\_\_\_\_

Credit Card Number: \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_ Expiry Date: \_\_/\_\_

## Acknowledgement

"I / We \_\_\_\_\_, the function organiser for a function to be held at North Ryde Golf Club on \_\_\_\_\_ day of \_\_\_\_\_ 201 \_\_, acknowledge I / We have received and read a copy of the Terms & Conditions of North Ryde Golf Club. I / We further acknowledge that I / we and my / our guests adhere to the rules of North Ryde Golf Club in relation to the use of the facilities of the club as outlined in the booking conditions.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature