

# **Terms & Conditions**



## **Deposit:**

*All deposits are non-refundable or transferable*

*The terms and conditions written in the confirmation letter to follow are obligatory. We ask that you look over these details carefully as payment of a deposit is confirmation of your booking.*

## **Confirmation of Numbers:**

*Your final numbers and floor plan are required 14 days prior to your function. The minimum number of adult guests contracted for you is the minimum number you will be charged for. Your numbers can be increased, but the original costs will remain if the numbers are reduced. No cancellations will be accepted after final numbers are given. As part of the Club's liquor license a full list of guest's names and addresses must be provided.*

## **Payment Terms:**

*Settlement of your account by DIRECT DEPOSIT, CREDIT CARD, BANK CHEQUE or CASH is required at a minimum of five (5) days prior to the function.*

*If you have a tailored package where beverages have been charged on a consumption basis, payment is required at the conclusion of your function unless credit has been satisfactorily established and accepted by Southern Golf Club. That being the case, full payment of monies owing is required within seven (7) days of the function date. The full catering component is required fourteen (14) days prior to your function.*

## **Pricing Policy:**

*It is the Club's policy to confirm prices three (3) months prior to a scheduled function. The Club reserves the right to vary prices without notice up to this point.*

## **Cancellations:**

*50% of the package cost, based on the minimum number of guests as read on the Client Details application form, is payable for cancellations made within fourteen (14) to thirty (30) days of the scheduled function date.*

*The full package cost, based on the contracted minimum number, is required should an event be cancelled less than fourteen (14) days prior to the function date.*

## **Room Hire:**

*Functions at Southern Golf Club are for five (5) hour duration. The client must agree to vacate the designated function room at the scheduled times agreed upon. If a function is to continue beyond the 5-hour period an extended hire charge may apply. This fee is to be negotiated with the Events Manager when confirming your booking.*

## **Final Arrangements:**

*Southern Golf Club will arrange an appointment with you for approximately 6 weeks prior to your function to confirm final arrangements such as: menu, beverage, floor plans, entertainment, flower arrangements etc.*

## **Musicians & Children:**

*The Musicians Award stipulates that all band members must receive a full meal. These will be charged at a nominal rate per person.*

*Children aged between 2 – 16 will be charged at half the adult rate with a children's meals available.*

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## **Arrival:**

*Due to the heavy schedule of golf and social events at the Club, we ask that your guests arrive no earlier than your agreed starting time, unless pre-arranged with the Events Manager. We ask that this be clearly communicated to your guests on their invitations.*

## **RSA:**

*Under RSA (Responsible Serving of Alcohol) Guidelines, Southern Golf Club reserves the right to:*

- *Refuse service of alcohol to minors less than 18 years of age*
- *Refuse access or service to people who are suspected of being intoxicated, quarrelsome, disorderly or behaving in a violent manner*
- *Remove people from the Club premises who are acting in a manner deemed intoxicated, quarrelsome, disorderly or violent*

## **Damage:**

*Organizers are financially responsible for any damage sustained to the Southern Golf Club premises prior to, during or after the function. An additional fee may be charged where necessary repairs or excessive cleaning is required.*

*Written permission from management must be sought for the use of fireworks or any other device that may result in damage to the premises. It is a condition of hire that all damages caused by you or the guests attending your function are paid for within 7 days from the function date.*

## **Loss:**

*Southern Golf Club does not accept responsibility for the loss or damage to any equipment, personal property or merchandise left on the premises by any person prior to, during or after the function. For securing valuables, lockers may be made available upon request.*

## **Smoking:**

*Smoking is not permitted within the Clubhouse. Outdoor facilities have been made available.*

## **Mobile Phones:**

*The use of mobile phones is prohibited on the course and in the general body of the Clubhouse. Mobile phones may only be used in the locker rooms.*

## **Dress Regulations:**

*Denim clothing, large corporate logos, tracksuit pants, stirrup pants, leggings, cargo pants/ shorts, t-shirts without collars, thongs and running shoes / sneakers are not permitted.*

## **Food & Beverage:**

*Under the Liquor Licensing Act and Clubs Victoria, no food or beverage may be brought onto Club premises for consumption during an event. Southern Golf Club will permit cakes of a celebratory nature.*