



## **EVENT TERMS AND CONDITIONS**

The following terms and conditions are designed to ensure that your event runs smoothly. Should you have any queries regarding any aspect, please contact the Hospitality and Events Manager.

### **CONFIRMATION**

1. Event bookings are considered tentative upon receipt of the initial request, stating the date and time of the event and the approximate number of participants.
2. The Event Booking Request and Method of Event Payment will be issued by the Club. Upon return, the Club will issue a deposit invoice due and payable within seven (7) days

### **PAYMENT OF DEPOSIT INVOICE**

3. Bookings are considered confirmed upon receipt of the required event deposit of \$2,000. The deposit will be processed by the Club via direct debit in accordance with the authorised Event Method of Payment within seven (7) days of deposit invoice issue.

### **CANCELLATION OF AN EVENT OR WEDDING**

4. Any cancellations made between ninety (90) days and the day of the event will receive no refunds.  
  
Wedding cancellations with 9 months notice from the event date will receive a 75% refund on deposits paid. Wedding cancellation with 6 months notice from the event date will receive a 50% refund on deposits paid. Wedding cancellation with less than 6 months notice from the day of the event date will receive no refunds on deposits paid.
5. If unforeseen circumstances cause the cancellation of the event by the Club, every effort will be made to reschedule the event. All monies paid will be refunded if no alternative date can be agreed to.

### **FINAL ATTENDANCE NUMBERS**

6. Final numbers are required fourteen (14) days prior to the event. This number will represent the minimum number of guests for which you will be charged. If there is any increase in the number of guests the Club must be notified immediately.
7. All participants will be made Honorary Members of The Yarra Yarra Golf Club for the duration of the event. Therefore, you are required to provide a list of all event participants prior to the day of your event.

### **PAYMENT OF AN EVENT**

8. A summary of all event expected costs is provided prior to the event. At the conclusion of the event, the Club will issue an event invoice due and payable within fourteen (14) days
9. Full payment of the event invoice will be processed by the Club via direct debit in accordance with the authorised Event Method of Payment within 14 days of event invoice issue.

### **FOOD AND BEVERAGE**

10. The selection of menus and beverages must be finalised thirty (30) days prior to the event.
11. All food and beverage consumed during the event is to be provided by the Club.

## **EVENT ORDER**

12. Contact details for the Event Organiser (person responsible) are required at the time of booking.
13. The Event Organiser is required to return a signed copy of the agreed Event Order no later than seven (7) days prior to the event.

## **INSURANCE**

14. Whilst the Club will take the utmost care, no responsibility will be accepted for the loss, or damage to, any equipment or merchandise left on the premises prior to, during, or after any event.
15. Organisers are financially responsible for any damage sustained to the Club's property during the event.

## **LISTED PRICES AND VALIDITY**

16. Confirmation of prices and charges will be forwarded in writing prior to your event. All quoted prices are inclusive of GST. Surcharges are applicable for functions held on Public Holidays.

## **CLUBHOUSE LIMITATIONS**

17. You shall be entitled to use only the parts of the building hired. The Club reserves the right to let any other portion of the building for any purpose at the same time.

## **MUSICAL ENTERTAINMENT**

18. The Musicians Award stipulates that all band members must receive a full meal, the cost that is charged to you.

## **REGULATIONS**

19. **DRESS**: You must ensure guests attend the function in full compliance with the Club's dress regulations. The Club reserves the right to refuse entry or participation of any guest who does not comply with the dress regulations.
20. **SMOKING**: Smoking is not permitted inside the clubhouse. Smoking is permitted on the outdoor terraces.
21. **MOBILE PHONES**: Mobile phones are not permitted to be used inside the clubhouse

## **RESPONSIBLE SERVICE OF ALCOHOL**

22. The Yarra Yarra Golf Club operates in accordance to the responsible service of alcohol. You will be responsible for ensuring guests behaviour is acceptable.

## **SPECIAL DIETARY REQUIREMENTS**

23. To ensure special dietary requirements are met, 48 hours notice is required.

# EVENT BOOKING REQUEST



COMPANY BOOKING

PRIVATE BOOKING

Company: \_\_\_\_\_ :Event Name

ABN: \_\_\_\_\_

Contact: \_\_\_\_\_ :Contact

Position Held: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ :Phone

Mobile: \_\_\_\_\_ :Mobile

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

Event Type                      Golf Day                      Wedding                      Conference/ Seminar

Package: \_\_\_\_\_ Price per person: \_\_\_\_\_

Date of the event: \_\_\_\_\_

Numbers in attendance:                      \*Min: \_\_\_\_\_                      Max: \_\_\_\_\_

Proposed event duration:                      Start: \_\_\_\_\_                      Finish: \_\_\_\_\_

**I acknowledge having received a copy of the Club's Event Terms and Conditions and agree to comply with all respects of such conditions on acceptance of this application.**

**I understand, having read the Terms and Conditions, that the event deposit and final payment amounts will be processed by the method nominated below on the due date stated on the invoice.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ Position: \_\_\_\_\_

*\* Minimum numbers do apply.*



# EVENT METHOD OF PAYMENT

Please select one option.

## 1. Payment by Credit Card,

I have read and understand the details and conditions. I authorise The Yarra Yarra Golf Club to debit my credit card described below, amounts determined by golf event invoices:

Card #

Visa     Bankcard     MasterCard

Cardholder Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## 2. Payment by Financial Account

Request and Authority to debit the account named below to pay **The Yarra Yarra Golf Club**

Request and Authority to debit	<p><b>Surname or company name</b> _____</p> <p>Given names or ACN/ARBN _____ (“you”)</p> <p>request and authorise [<i>Yarra Yarra Golf Club Debit User Identification Number 244177</i>] to arrange for any amount the Yarra Yarra Golf Club may debit or charge you to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified below subject to the terms and conditions of the Direct Debit Request Service Agreement .</p>
Insert the name and address of financial institution at which account is held	<p>Financial institution name _____</p> <p>Address _____</p> <p>_____</p>
Insert details of account to be debited	<p>Name of account _____</p> <p>BSB number                    _ _ _ _  -  _ _ _ _ </p> <p>Account number            _ _ _ _ _ _ _ _ _ _ _ _ _ _ </p>
Acknowledgment	<p>By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the event payment arrangements between you and <i>The Yarra Yarra Golf Club</i> as set out in this Request and in your Direct Debit Request Service Agreement.</p>
Insert your signature/s and address	<p>Signature/s _____</p> <p>(If signing for a company, sign and print full name and capacity for signing eg. director)</p> <p>Address _____</p> <p>Date     ___ / ___ / ___</p>