



YARRA YARRA
GOLF CLUB

FUNCTIONS

TERMS AND CONDITIONS



W www.yarryarra.com.au

T 03 9575 0595

F 03 9575 0585

E functions@yarryarra.com.au

567 Warrigal Road, Bentleigh East, Victoria 3165 Australia

TERMS AND CONDITIONS

These terms and conditions are designed to ensure your event at Yarra Yarra Golf Club (YYGC) runs smoothly. If you have any questions regarding any aspect of these terms and conditions please contact our Functions Coordinator.

BOOKING CONFIRMATION: Confirmation of a booking is to be made using the attached booking form within fourteen (14) days of making the initial enquiry. A \$1,000 deposit is required to secure all bookings; this is to be paid within seven (7) days of invoice issue date. You will be issued this invoice once the attached booking request form is returned.

CANCELLATION: Cancellations with three (3) or more months notice from the event date will receive a 50% refund on deposits paid. Cancellations with less than three (3) months notice will receive no refunds on deposits paid.

FINAL ATTENDANCE: The final number of guests attending, food and beverage requirements and all other event requirements are required fourteen (14) days prior to the event. This is the minimum number of guests for which you will be charged. You will be issued with an Event Order with all details of the day which is required to be returned signed by the event organiser nine (9) days prior to the event.

PAYMENT: Full payment is required nine (9) days prior to the event date. Accounts created on the day of the event will be charged to the nominated credit card listed on the booking request form post event.

INSURANCE: Whilst YYGC 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 your event. Organisers are financially responsible for any damage sustained to the YYGC property by their guests during the event.

REGULATIONS

DRESS: All guests are required to comply with the YYGC dress standards. These are available on the YYGC website [www.yarrayarra.com.au/golf/dress standards](http://www.yarrayarra.com.au/golf/dress%20standards). YYGC reserves the right to refuse entry or participation of any guest who does not comply with the dress standards.

SMOKING: Smoking is not permitted inside the Clubhouse. Smoking must be in designated areas. Please refer to signage and staff assistance.

MOBILE PHONES: Mobile phones are not permitted to be used inside the Clubhouse at any time.

FOOD AND BEVERAGE: Dietary requirements must be given at the time final attendance numbers are provided fourteen (14) days prior to the event. YYGC reserves the right to charge for additional meals if notice is not given prior. Under no circumstance may food or beverages be provided from a supplier other than YYGC.

SEASONAL MEAT AND PRODUCE: Menu items and/or specific seasonal produce may change based on availability.

IMPORTANT NOTICE REGARDING FOOD ALLERGIES: While YYGC will endeavor to accommodate requests for special meals for customers who have food allergies or intolerances, we cannot guarantee completely allergy-free meals. This is due to the potential trace allergens in the working environment and supplied ingredients.

GUEST LIST: Guest list required for all events to comply with liquor licensing laws

RESPONSIBLE SERVICE OF ALCOHOL: YYGC operates in accordance to the responsible service of alcohol. You will be responsible for ensuring your guest's behaviour is acceptable. YYGC 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 and will be asked to leave the premises.

BOOKING REQUEST FORM



PLEASE PRINT

Function Name: _____

Company (if applicable): _____

Event Organiser: _____ Position Held: _____

Telephone (BH): _____ Mobile: _____

Email Address: _____

Contact On The Day: _____ Mobile: _____

Billing Address: _____ Suburb: _____

State: _____ Postcode: _____

Event Date: _____ Event Time: _____

Estimated Number Of Guests: _____

Select More Than One If Applicable

Event Type: Breakfast Lunch Dinner Cocktail

Conference/Seminar Celebration

Food Package: Breakfast 2 Course 3 Course Barbeque Cocktail

Beverages: Package Consumption To Master Account Guests To Purchase

Audio Visual: Whiteboard Flip Chart Data Projector 60 Inch TV

Seating: Cabaret Theatre Cocktail Banquet

Dance Floor Required

Comments:

Events Orders are to be finalised 14 days prior to event, including final guest numbers and dietary requirements.

I acknowledge receiving a copy of the Yarra Yarra Golf Club Terms and Conditions and agree to comply with all respects of such conditions on acceptance of this application.

Name: _____ Signature: _____

Date: _____

METHOD OF PAYMENT

Please select one method of payment



PAYMENT BY CREDIT CARD / EVENT DAY CHARGES

I have read and understood the terms and conditions. I authorise Yarra Yarra Golf Club Limited to debit my credit card below the amount of \$1,000 to secure my confirmed booking request. This credit card will be used to settle all accounts on the day of the event.

Please note all credit card payments will incur a 1% surcharge

Visa Mastercard AMEX

Card Number: _____ Expiry: ____ / ____

Cardholder Name: _____

Cardholder Signature: _____ Date: ____ / ____ / ____

PAYMENT BY DIRECT DEBIT

Please ensure you enter your Company/Name or provided reference number in the description (reference).

Account Name: Yarra Yarra Golf Club

BSB (Branch): 083 337

Account Number: 515 109 419

PAYMENT BY CHEQUE

Cheques are to be made payable to Yarra Yarra Golf Club.

Due to longer clearance times, payments by cheque will be required fourteen (14) days prior to the event.