



CARNARVON GOLF CLUB

Terms and Conditions

Thank you for considering Carnarvon Golf Club as the venue for your function. For your information, the following terms and conditions apply to functions held at the Club.

Club Membership

It is a legal requirement that the organiser is, or will become, a member of Carnarvon Golf Club. Social Membership is available at a very reasonable rate. Please discuss with our Functions Manager or telephone the Club during business hours for information or, alternatively, visit our website www.carnarvongolf.com.au

Confirmation of Bookings

Confirmation of a function booking can only be confirmed on receipt of a \$500 deposit. This deposit is required within 10 days of making a tentative booking. Carnarvon Golf Club reserves the right to cancel any booking if ten days has elapsed from the date of the tentative booking without a deposit being received.

Cancellation

In the event a cancellation occurs, the deposit received can be transferred but not refunded.

Final Numbers

We require information as to the approximate numbers attending your function at the time of booking. The final numbers attending the function must be confirmed seven (7) days prior to the function. The confirmed numbers will be the number used to calculate the charge for the day of the function. Additional numbers may be added after this time within reason however clients may not reduce numbers once confirmed.

Special Dietary Requirements

Carnarvon Golf Club can offer a range of meals to cater for persons with special dietary requirements. Please inform the Functions Manager at the time of booking or confirmation of any special dietary needs.

Responsible Service of Alcohol

Carnarvon Golf Club proudly supports and promotes Responsible Service of Alcohol as promoted by the NSW Government. It is a condition of the function agreement that the organiser assists the management of Carnarvon Golf Club in adhering to the required responsible service of alcohol policies and practices.

Loss or Damage

The function organiser is responsible for any loss or damage incurred to the Carnarvon Golf Club's building, furniture, fixtures or fittings sustained as a result of the function.

Insurance

Carnarvon Golf Club Staff will take every reasonable measure to ensure that you and your guests belongings remain safe at all times during your function however no responsibility will be accepted for loss or damage sustained to any property of yours or your guests prior to, during or after your function.

Payment of Accounts

Catering payment is to be made seven (7) days prior to function once numbers are confirmed.

Dry Till is to be finalised on the date of function.

Payments of accounts can be made by:

- Cash
- Cheque
- Credit Card (Visa, MasterCard, American Express)
- Electronic Funds Transfer to our Bank Account

Changes

Pricing and menu items are subject to change without notice.

Smoke producing Devices

As per NSW Fire Brigade legislation smoke detectors have been fitted within Carnarvon Golf Club. Should any smoke producing device be used during your event it will activate our smoke detectors. You will be liable for a call out fee of \$550.00

Extended Room Hire

Room hire is for a five (5) hours period. Should you wish to increase the hours of your function an additional \$100 per hour will be charged.

Public Liability

Carnarvon Golf Club advises that you ensure that any contractors involved in your function have their own public liability insurance.

Security

Carnarvon Golf Club reserves the right to insist on security for functions where it is deemed necessary. This will be an additional charge to the function organiser.