

FUNCTION HIRE



Weddings
Private Functions
Corporate Functions



WELCOME

Thank you for your interest in holding your upcoming function at the Korumburra Golf Club.

OUR LOCATION

Our Club is located at 250 Warragul Road, Korumburra.

OUR FUNCTION ROOM

Whether for a private function or business function, our function room is available for hire all year round. Please note, that due to Counter Meals and Bingo our function room is not available for hire from 3:30 pm on Friday nights.

CAPACITY

Our function room comfortably seats up to a maximum of 200 people.

EQUIPMENT

- Whiteboards
- Large screen and overhead projector for presentations
- Microphones & Speakers
- Flat Screen Television

VIEWING

Should you wish to view our function room prior to making a booking, please contact the club to arrange a time for your visit.



GOLF COURSE

Function hire **does not** include hire of the Golf Course. For information regarding hire and use of the golf course, please contact the Club.

OUR BAR FACILITIES

Korumburra Golf Club is a fully licensed club and as such it is an offence to bring beverages of any kind onto the premises. Bar service can be arranged for your function at request..

Our bar stock includes:

- Beers on tap
- Soft drinks (bottled or by the glass)
- A selection of bottled wines or house wine by the glass
- Spirits

Bar payment options:

- Tab - all drinks will be put on a tab and costs charged to the host at the end of the function.
- Guest pay - guests purchase their own drinks from the bar
- Set Limit - Host nominates complimentary drinks to be served to guests and sets a monetary limit. Costs payable at the end of the function.



OUR KITCHEN FACILITIES

Should you wish to self cater or hire external caterers for your function, our fully equipped kitchen is also available for hire.

BBQ FACILITIES

Gas BBQ Facilities are available. Our BBQ is located within the carpark.

CATERING

In house catering can be provided at request and can be tailored to suit your function needs. Please contact the club for more details.

Alternatively you can arrange your own catering and pay to use our kitchen facilities.

BOOKING FEE

A booking fee of \$50.00 is payable . This fee may be waived at the discretion of the Club.

No booking will be confirmed until the Club receives a signed copy of the Terms and Conditions and payment of the booking fee (if applicable).

Your booking fee confirms your reservation, holds your required date and will be credited towards your event.



HIRE CHARGES

Our standard hire charges are listed below but may vary depending on the type of function.

Please Note : Our Function Room is not available for hire after 03:30 p.m. on Fridays.

MAIN FUNCTION ROOM

Members	No Charge
Charities, Not for Profit Organisations	No Charge
Non Members	\$200.00

KITCHEN

Members	No Charge
Charities, Not for Profit Organisations	No Charge
Non Members	\$100.00

Please note that a Security Bond will be charged if hiring our kitchen facilities.

BBQ

Members	No Charge
Charities, Not for Profit Organisations	No Charge
Non Members	\$35.00

BAR SERVICE

Bar service is provided free of charge, however please note that a 15% surcharge will apply to the total bar account for events held on public holidays.

EQUIPMENT

Use of our overhead projector, large projection screen, television, whiteboard and all kitchen equipment is free of charge.



TERMS AND CONDITIONS

BOOKINGS


1. Korumburra Golf Club (“the Club”) reserves the right to refuse a booking.
2. No Bookings shall be accepted for Friday evenings.
3. Bookings shall be made subject to availability .
4. The Club’s Golf Programme shall take precedence and no function will be permitted to interfere with the golfing activities of the club.
5. Bookings are restricted to a maximum of 200 People.
6. Functions can be tentatively booked and held for 2 weeks. If a formal application and booking fee is not received by the end of the two week period, we will assume that you no longer require us to hold this date and that we can make the date available to others.
7. All persons hiring the venue must be aged 21 years or over.
8. Hire of the function venue for 18th/21st birthdays shall be at the discretion of the Korumburra Golf Club.
9. Hire is restricted to the Club House only. Access to the Golf Course is strictly prohibited.

CONFIRMATION

Bookings shall be confirmed on receipt of a signed copy of the Terms and Conditions , completed Hire Form and payment of the prescribed booking fee.

FINAL NUMBERS

Final numbers must be received no less than seven (7) business days prior to your event for catering and ordering purposes. Catering requests must be conveyed to our catering staff at least ten (10) business days prior to the event. No changes will be permitted after this time.





CANCELLATIONS

Cancellations made less than one week before the hire date will forfeit the booking fee.

SECURITY BOND

1. The Club reserves the right to charge a security bond of \$200.00. If charged, the bond shall be payable seven (7) days prior to the booking date.
2. The security bond will be refunded conditional to the Club House and equipment being left in a satisfactory condition. The Club will take every reasonable care and precaution to ensure that all utilities, services and equipment is in proper working order, but will not accept responsibility for breakdowns beyond their control.

LIQUOR CONTROL

1. Please be advised that Korumburra Golf Club is a fully Licensed Club. It is an offence to bring beverages of any kind onto the premises.
2. On Saturdays, the Club is licensed until 12:00 AM. On Weekdays and Public Holidays Bar Hours will be set by the Club's General Committee. All alcohol service and consumption must cease at the designated time with no exceptions. Any Sunday Trading will conform to the Liquor Control Act.
3. The Club reserves the right (without recourse) to:
 - Request Proof of Age identification
 - Refuse service of alcohol to minors (less than 18yrs of age)
 - Refuse access or service to people who are suspected of being intoxicated, quarrelsome, disorderly and/or behaving in a violent manner.




EXTERNAL CONTRACTORS

1. The Hirer may engage external contractors such as caterers or entertainers for their function and in doing so shall be responsible for arranging hire and payment of all costs associated with that hire.
2. It is a condition of hire that all contractors so engaged must have professional and public liability insurance before commencing contract work of any kind on Club premises.
3. Any equipment belonging to external contractors must be removed at the end of the function or at a mutually agreed time. The Club takes no responsibility for this equipment during the event or material not removed at the completion of the event.

SIGNAGE AND DECORATIONS

1. All signage, decorations, equipment and props must be approved for use by the Club and must meet all local fire regulations, health department regulations, and any other governmental regulations.
2. It is preferable that any decorations to be affixed to the walls or ceiling be done so using Blue Tack to avoid any damage.
3. Any signage or decorations must be removed at the end of the function. The Club takes no responsibility for signage or decorations during the event or material not removed at the completion of the event.

GUEST CONDUCT

1. The Hirer & their guests must conduct themselves in an orderly and safe manner.
 2. The Hirer shall be responsible for the conduct and safety of their guests.
 3. The Hirer must ensure that no disturbances or nuisances will be caused to any members, guests, visitors or neighbours of Korumburra Golf Club.
 4. The Club reserves the right & will remove any guest from the event whose behaviour is objectionable or undesirable.
 5. Smoking is prohibited in most areas of the Clubhouse. Patrons must only smoke in the designated smoking areas.
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DAMAGE

1. The Hirer is financially liable for any damage to the Club House, Kitchen or any other part of the Club's premises including all breakages to equipment, furniture and fixtures as well as for any theft of club property that may be incurred by their guests and /or external contractors employed by them .
2. Access to the Golf Course is strictly prohibited. In the event that any guests and/or external contractors employed by the hirer trespass and cause damage to any part of the golf course then the Hirer shall be financially liable for those damages .

RISK POLICY

1. The Hirer and their guests attend the function/event at their own risk and indemnify the Korumburra Golf Club against costs, charges & expenses that may arise due to any person suffering injury or loss of property related directly or indirectly to the function/event.
2. The Hirer agrees to hold harmless the Korumburra Golf Club from any and all claims, actions, suits or allegations for damages to person or property.
3. Further, the client agrees to indemnify the Korumburra Golf Club for any and all costs or losses which may be incurred as a result of such claims, actions, suits or allegations, including but not limited to legal fees and expenses of litigation.

PAYMENT OF CHARGES

All hire costs including Bar Tabs, etc. must be paid at conclusion of the function. We accept Cash, EFTPOS, Credit Card or Cheque.



ACCEPTANCE OF TERMS AND CONDITIONS

Agreement to the above Terms and Conditions is required to hold a function at Korumburra Golf Club. Your signature is taken as an acceptance of these Terms and Conditions.

Signature:

Printed Name:

Date:



CONTACT DETAILS

Korumburra Golf Club

250 Warragul Road

KORUMBURRA VIC 3950

(03) 5655 1886 (Clubhouse)

(03) 5655 1880 (Fax)

Bar Manager: Mrs Maggie Bennett

Catering: Mrs Norrie Little

email: korumburragolf@dcsi.net.au

www.korumburragolf.com.au