

KORUMBURRA GOLF CLUB Inc.

FUNCTION BOOKING FORM

HIRER'S DETAILS

Organisation/Name:		
Address:		
Contact Name:		
Phone:	Fax:	Email:
Date required:	Start Time:	Finish Time:
Will you require access to set up the Club Room: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Set Up Date:	Time:	
Purpose: <input type="checkbox"/> Party <input type="checkbox"/> Dinner <input type="checkbox"/> Luncheon <input type="checkbox"/> Wedding <input type="checkbox"/> Business Function <input type="checkbox"/> Funeral Gathering Other:		
No. of People Expected to Attend:		

HIRE FEES	Non Member	Member	Amount
Booking Fee / Security Bond			
Booking Fee (See Terms & Conditions)	\$50.00	No Charge	
Security Bond (See Terms & Conditions)	\$200.00	\$200.00	
Club Room Hire			
Club House / Bar (Saturday – Thursday)	\$300.00	No Charge	
Kitchen Facilities Hire			
Club to Cater <input type="checkbox"/> Yes <input type="checkbox"/> No	No Hire Charge	No Hire Charge	
Self Catered <input type="checkbox"/> Yes <input type="checkbox"/> No	\$50.00	No Hire Charge	
Club Staff Required to assist <input type="checkbox"/> Yes <input type="checkbox"/> No	\$15.00 per Staff Member per hour	\$15.00 per Staff Member per hour	
External Caterers <input type="checkbox"/> Yes <input type="checkbox"/> No (To be organised by the Hirer)	\$200.00	\$200.00	
TOTAL AMOUNT ENCLOSED			

Korumburra Golf Club – Function Booking Form – Terms & 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 confirmation 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 Club 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 Booking Form and payment of the prescribed booking fee.

CANCELLATIONS

Cancellations made less than one month before the hire date will forfeit half of the booking fee.

SECURITY BOND

1. A security bond of \$200.00 shall apply to all bookings and is 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. 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.
 - Remove people from the Club premises who are acting in a manner deemed intoxicated, quarrelsome, disorderly or violent
3. On a Saturday, Bar Services will cease at Midnight. On Weekdays and Public Holidays Bar Hours will be set by the Club’s General Committee.
4. Any Sunday Trading will conform to the Liquor Control Act.

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DAMAGE

1. The Hirer is financially liable for any damage incurred by their guests and external parties employed by them 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 property that may be removed from the venue.
2. The Hirer will be liable for costs for damage etc. in excess of the deposited security bond.
3. The Club will not accept responsibility for damage to or loss of goods and chattels belonging to the Hirer, guests or those employed by the Hirer, that are left in the venue prior to, during or after a function held. All goods and chattels belonging to persons attending a function must be claimed and removed from the venue by 10:00am the next day.
4. The Club does not accept responsibility for any damage to or loss of any vehicle whilst parked on or near the property.

VENUE HIRE

1. No items are to be removed from Club House walls unless otherwise agreed by the Club.
2. If possible, decorations are to be hung by using String or Blu Tak. Please refrain from using staples or sticky tape.
3. No Confetti is permitted in the Club House.
4. The Hirer is responsible for ensuring that the Club House and Kitchen Facilities are left in a clean and satisfactory condition.
5. All decorations must be removed at the end of the function.

RESPONSIBILITIES

1. The Hirer shall be responsible for the behaviour and safety of all persons attending the function.
2. The Hirer shall ensure that children are supervised at all times

CATERING

1. Catering is available. Please contact the Club for a copy of our Catering Price List.
2. If external caterer's are to be used, the Hirer shall be responsible for organising the catering and payment thereof.
3. Unless, catered for by the Club, the Hirer shall ensure that all tables are cleared and rubbish placed in the bins provided.

Name of Hirer: Date:.....

Signature of Hirer:

Name of Club Officer:..... Date:

Signature of Club Officer:

Position: