

## Event Booking Procedures

- In order to secure a date, you will need to sign and return the confirmation slip. Your date will not be reserved until Royal Canberra Golf Club has received the signed confirmation letter.
- Once a date has been reserved, an invoice for a \$1000 non-refundable deposit will be sent to you. Your booking will be confirmed on receipt of the deposit. The deposit will be applied toward the final bill.

## Cancellation Policy

- If a cancellation occurs, the \$1000 is forfeited to Royal Canberra Golf Club.

## What If It Rains?

- In the event of rain, you will be responsible for the golf you have played. For example, if the event is rained out after 9 holes, you will be charged for nine holes. In the event of a complete rainout, you will not be charged for golf. You may however be charged for any special merchandise ordered and/or perishable food items ordered for Catering.

## Golf Rules and Regulations:

- Royal Canberra Golf Club is a non-metal spike facility. The Royal Canberra Golf Club staff will replace metal with non-metal spikes for a nominal charge or will offer rental shoes for those guests needing them.
- Dress Code: To avoid embarrassment, please advise all players that Royal Canberra is a private golf club and strict dress standards do apply. Event organisers are responsible for notifying and ensuring that all event participants adhere to the Royal Canberra Golf Club dress code. This code is available at [www.royalcanberra.com.au](http://www.royalcanberra.com.au). Royal Canberra Golf Club reserves the right to refuse play to improperly attired guests.

## Event Planning Timeline

- To confirm booking ... \$1000 deposit due
- 14 Days Prior to the Event...Maximum number of players due (consecutive tee times only)
- 7 Days Prior to the Event.....Final count due (You will be charged for this amount)
- 3 Days Prior to the Event.....A list of all participants

