



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 \$500 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 \$500 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 . Royal Canberra Golf Club reserves the right to refuse play to improperly attired guests.

Event Planning Timeline

- To confirm booking ... \$500 deposit due
3 Days Prior to the Event.....A list of all participants

Registration

- Royal Canberra Golf Shop staff can be made available to assist with registration, starting the field, collating scores, determining prize winners etc. Please contact us to discuss these arrangements.

Practice Facility

- Practice Facility, complete with greens for putting, chipping and sand play are available to your guests. Range balls are available to purchase from the Golf Shop.

Golf Instruction/Clinics

- Royal Canberra Golf Club's Professional staff is available to provide group tuition. Contact the Golf Operations Manager for more details.

Beat the Pro/Buy the Pro

- Give each member of your group an opportunity to get closer to the hole than a member of our professional staff on a par 3, or to buy our professional's drive on a long par 5. If you are hosting a charity event, this is a good way to raise more money for your cause. Rate: \$350 per professional.

Hole Contests

- Closest to the pin, longest drive, straightest drive, longest putt, etc... can be arranged with our Golf Operations Manager who will help you pick the best holes for each contest. Hole in One contests may also be arranged.

Rental Clubs

- Royal Canberra Golf Club has a rental club selection available. Advanced reservations for rental clubs are needed. Rental clubs are \$35.00 per set. Please call ahead to reserve your sets so that we can best meet your needs.

Carts

- \$40 per cart. Royal Canberra keeps only a small fleet of carts for use by people restricted by old age, disability, injury or illness. A maximum of eight (8) golf carts will be available for your groups needs. It should be remembered that if you require a cart for drinks or other promotional activity, there would thus be fewer carts available for use by players.

Sponsorship:

- Royal Canberra course staff will be available to erect a reasonable amount of signage and other sponsorship material for display either on the golf course or around the clubhouse. The material must be delivered to the Royal Canberra golf shop neither earlier nor later than **three days** prior to your event and arrangements must be made for it to be removed from the club no later than the day following the event. We reserve the right to withhold or remove from display any material that we regard as inappropriate or unsuitable.
- Sponsored beverage is not permitted at Royal Canberra Golf Club.