



Terms & Conditions

For an event held at Royal Canberra Golf Club

1. Confirmation

The Club will confirm a booking on:

- 1.1. Payment of a deposit of \$500.00; and
- 1.2. Satisfactory completion of a Client Details application form.

2. Cancellations

- 2.1. In the event of a cancellation after confirmation the deposit is forfeited.
- 2.2. 50% of the package cost, based on the minimum number of guests on the Client Details application form, must be paid to the Club by the Client if the event is cancelled less than thirty (30) days but more than fourteen (14) before the scheduled function date.
- 2.3. The full package cost, based on confirmed numbers, must be paid to the Club by the Client if the event is cancelled less than fourteen (14) days prior to the function date.

3. Payment Terms

- 3.1. Full balance of the function payment must be paid by the Client to the Club at least fourteen (14) days prior to the function. This is to coincide with the confirmation of numbers (see clause 4.1).
- 3.2. Alternatively in the case of a tailored package (where beverages are charged on a consumption basis), payment of the full balance for the function must be made by the Client to the Club at the conclusion of the function.
- 3.3. In the case where the Club agrees in writing to do so:
 - 3.3.1. The Client may pay the full balance of the function payment within seven (7) days after the function date provided that
 - 3.3.2. The Client has paid the full catering component at least fourteen (14) days prior to the function.

4. Final Details

By fourteen (14) days prior to the function:

- 4.1. The Client must provide to the Club the final number of guests attending ;
- 4.2. As part of the Club's liquor license a full list of guest's names must be provided and
- 4.3. All details including menu, beverages, entertainment and table and flower arrangements must be confirmed.
- 4.4. If the details required by this clause 4 are not provided as required the Club reserves the right to cancel the function and if it does the payment required by clause 2.2 must be made.

5. Pricing Policy

- 5.1. The Club will confirm prices three (3) months prior to a scheduled function.
- 5.2. The Club reserves the right to vary prices without notice up to the date that is three (3) months prior to the scheduled date of the function and the Client acknowledges this right.

6. Room Hire

- 6.1. Functions at Royal Canberra Golf Club are for a maximum 6 hour period.
- 6.2. If the Club agrees to extend the standard period at the request of the Client an extended hire charge may apply and the time and the extended fee must be agreed by the time the booking is confirmed.
- 6.3. The client must begin the function and vacate the designated function room at the scheduled times agreed upon.
- 6.4. If a function continues beyond the agreed period an extended hire charge may apply.

7. Arrival

- 7.1. The Client acknowledges that the Club has a heavy schedule of golf and social commitments, and will ensure that guests attending the function arrive no earlier than the agreed starting time, unless specifically pre-arranged with the Club's Functions Coordinator.
- 7.2. The Client must clearly communicate the arrival time requirements to guests on their invitations.

8. Food & Beverage

- 8.1. The Client acknowledges that under the Liquor Licensing Act and Clubs ACT requirements;
 - 8.1.1. No food or beverage may be brought onto Club premises for consumption during an event.
 - 8.1.2. Royal Canberra Golf Club will as an exception permit cakes of a celebratory nature.
- 8.2. Under *Responsible Serving of Alcohol* (RSA) Guidelines ACT, Royal Canberra Golf Club reserves the right to;
 - 8.2.1. Refuse service of alcohol to minors less than 18 years of age.
 - 8.2.2. Refuse access or service to people who are suspected of being intoxicated, quarrelsome, disorderly or behaving in a violent manor.
 - 8.2.3. Remove people from the Club premises who are acting in a manner deemed intoxicated, quarrelsome, disorderly or violent.

9. Damage

- 9.1. The Client acknowledges and agrees that the Client is financially responsible for any damage sustained to the Royal Canberra Golf Club premises caused by the Client, the Client’s guests or any person on the Club’s premises in connection with the function other than the Club’s employees or agents prior to, during or after the function.
- 9.2. The Client must pay any additional fee charged by the Club where necessary repairs or excessive cleaning are required.

10. No Responsibility for Loss

The Client acknowledges and agrees that Royal Canberra Golf Club is not responsible or liable for the loss or damage to any equipment, personal property or merchandise left on the premises by the Client, the Client’s guests or any person on the Club’s premises in connection with the function other than the Club’s employees or agents prior to, during or after the function.

11. Weather Events

The Client acknowledges and agrees Royal Canberra Golf Club is not responsible or liable for disruption, delay or damage caused by weather events and acts of God, including floods, lightning or fire.

12. Dress Regulations

The Client acknowledges and must inform the Client’s guests that:

- 12.1. Denim clothing, large corporate logos, track suit/pants, stirrup pants, leggings, cargo pants/shorts, t-shirts without collars, thongs and sneakers/runners are not permitted in the Club’s premises; and.
- 12.2. Gentlemen are required to wear a jacket and tie, and ladies to a similar standard, when formally dining at the Club.

13. Smoking

Smoking is not permitted within 4 metres of the Clubhouse.

14. Mobile Phones

The Client acknowledges and must inform the Client’s guests that the use of mobile phones is strictly prohibited within the Clubhouse and on the Course.

I,..... the Client have read the above terms and conditions and understand my obligation to comply.

Signed on behalf of the function for (Name).....

Witnessed By:

Name:.....

Name:.....

Signature:.....

Signature:.....

Date:.....

Date:.....