



## EVENT TERMS & CONDITIONS

The Cammeray Golf Club is committed to providing the highest possible level of amenity, service and safety on the occasion of your special event. To ensure your event is conducted in a highly professional and efficient manner, your attention is drawn to the following conditions of hire of the Club's function venue:

### 1. CONFIRMED DETAILS

Confirmation of functions must be made in writing (please sign and return the confirmation form with the completed and signed copy of terms & conditions and booking form) via email or in person. Payment of venue hire is required to confirm all functions. Management reserves the right to cancel any unconfirmed bookings and allocate the space to another client. All details of the event must be final and communicated with the events manager by no later than 7 business days out from your event.

### 2. CANCELLATION POLICY

All cancellations are to be made in writing and must be provided to the Club prior to the booked date of the function to qualify for a refund of payments made. Any cancellation with less than 60 days notice will incur a 50% cancellation fee (venue hire). Any cancellation within 14 days of the event will incur 75% cancellation fee (venue hire). Special circumstances may qualify some clients to rebook the event within 3 months, please contact event manager for more information.

### 3. BOOKING OF OTHER EVENTS

Management reserves the right to book other functions in the same function room up to 2 hours before the scheduled commencement time. All decorations and items brought by clients will need to be removed by the conclusion of the event.

### 4. FOOD & BEVERAGE

Licensing Laws & Club Policy do not allow food or beverages to be brought to the Club Premises. Special event cakes only are allowed.

### 5. PAYMENTS

Deposits can be made by Credit Card, Cash or Direct Debit. Payments paid by AMEX will attract a 1.5% surcharge. Bar tabs must be finalised on the day.

### 6. DECORATIONS

The Club reserves the right to reject requests for any forms of decoration that have the potential to cause damage (permanent, temporary, cleaning or otherwise) to the venue. No glitter or confetti and candles will need to be placed in a candle holder. An additional \$250 cleaning fee will apply if damage is incurred from decorations. Please discuss all and any decorations and dressings with your event manager.

### 7. DAMAGE

The client is responsible for any and all damage incurred during the function, by any of their guests or any other persons attending the function, in any part of the function room or Club.

### 8. INSURANCE

The Club will not accept responsibility for the loss or damage to any equipment or merchandise left on the club premises prior to, during, or after the event.

### 9. RSA

We are committed to the Responsible Service of Alcohol. Intoxicated guests will not be served. It is a requirement of law that intoxicated persons be removed from the licensed premises. No liquor will be served to minors (-18yrs)



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### 10. 18+

Please advise Event Manager if anyone under 18 years of age is to attend the function. If any person under the age of 18 yrs attending your function is found to be consuming alcohol or found to be in an intoxicated state, the function will be terminated immediately, with no refund applicable. You, the client will be liable for all costs.

### 11. SECURITY

Club policy states that all 21st birthdays with more than 75 guests have a minimum of one security guard present for the duration of the function. This is at the clients' expense and will be organised by the Club.

### 12. TRADING HOURS & FUNCTION TIMINGS

All functions have a start and finish time. All guests will need to be vacated by the finish time. The bar will close 30 minutes before the finish time. Functions cannot be extended on the day, please discuss all timings with your Event Manager. Events on Public Holidays are only accepted through application process with the Board of Directors. A 30 % surcharge is applicable to the total cost of venue hire on Public Holidays.

### 13. CATERING

All catering related queries must be addressed with OnePot Catering. This booking form and terms and conditions applies to Cammeray Golf Club ONLY. Please refer to OnePot for their catering terms and conditions.

### ACCEPTANCE

We ask that you sign the original copy of this contract to acknowledge acceptance of terms and conditions herein and return it with the required deposit and confirmation sheet. I agree that any outstanding amounts can be charged to the credit card details provided on the booking form.

### ACCEPTED BY CLIENT

.....  
SIGNATURE

.....  
NAME

.....  
COMPANY NAME

.....  
DATE



## BOOKING FORM

In order to secure your event, please complete and return the following booking confirmation sheet along with a copy of your signed terms and conditions to [admin@cammeraygolf.com.au](mailto:admin@cammeraygolf.com.au)

NAME .....

AV REQUIREMENTS .....

COMPANY .....

OTHER REQUIREMENTS .....

ADDRESS .....

BEVERAGES .....

EMAIL .....

VENUE HIRE .....

PHONE .....

CREDIT CARD DETAILS .....

EVENT DATE .....

CARD TYPE .....

EVENT TIME (Start & Finish) .....

NAME ON CARD .....

NUMBER OF GUESTS .....

CARD NUMBER .....

OCCASSION .....

EXPIRY DATE .....

CCV .....

Signed in acceptance of our terms & conditions

SIGNATURE .....

DATE .....

WHERE DID YOU HEAR ABOUT US? .....