



Booking Agreement

Balgowlah Golf Club can provide a beautiful setting for your next party, function or corporate event.

In addition to our views over the Golf Course, the Clubhouse has the following:

- Separate Board Room for hire (maximum 10 persons)
- Television for presentations via HDMI cable & your own laptop
- Full music system throughout the room including iPod dock & CD player
- Microphone

Capacity

The Clubhouse can comfortably accommodate 100 guests for cocktail event, or 80 guests for seated functions. If you are considering having a band at your event, the space for guest capacity will reduce. Discuss room configuration with the Manager.

Board Room capacity is 10. If your Corporate Event is larger, consider the Clubhouse. For cost on Board Room or Clubhouse for Corporate booking please contact the Club. The Board Room is available for half day and full day hire.

Catering

The Club has a contracted caterer who will supply menus to suit your budget and occasion. **No self catering is permitted.** For menu and prices contact the caterer direct at louis.baumann@gmail.com. Payment for catering is direct with the caterer. Balgowlah Golf Club accepts no liability or payment on behalf of the caterer.

Cost & Charges

Cost for room hire for Clubhouse is \$300.00 for maximum 5 hour period. Function hire commences from 6pm on Friday and Saturday nights only. All functions are to be concluded and guests to vacate premises by 11:30pm.

A tentative booking will be held for 7 days. After 7 days the room hire fee is required to secure the time and date selected for your function/event. The completed **Booking Agreement** form must be returned to the Club at time of payment. This is a confirmation that the hirer agrees to the Club's Terms and Conditions.

Payment

Payments details are listed on the following form. The Club reserves the right to charge 2% fee if paying by credit card

Please contact the Club at any time for more information.

Terms & Conditions

1. Room Hire Fees

Tentative bookings will be held for seven (7) days only. At this time the room hire is required to secure the time and date selected of your function/event. A completed Booking Agreement must also be returned to the Club, at this same time as confirmation that you have agreed to our Terms & Conditions. All bar service will conclude by 11.15 pm. All guests are required to vacate the premises by 11.30pm. Balgowlah Golf Club reserves the right to reallocate the room to another client if these requirements have not been met.

2. Conference Bookings

Board Room hire fees are for an eight (8) hour period for a full day hire or a four (4) hour period for half day hire. Conferences must finish no later than 6pm. Variations to these times must be at the discretion of the General Manager.

3. Sign In Procedures

All function guests must comply with club sign-in procedures as required by the Registered Clubs Act. The organizer of the function must complete a group sign-in form, providing all attending guests full names and full residential addresses seven days prior to the day of the function. Forms are available from the Club Manager. Minors are permitted to attend functions but must be under direct supervision of a responsible adult and are not permitted to consume alcohol.

4. Conduct of Patrons

The hirer and all persons in attendance shall conduct the function in an orderly manner, in full compliance with the applicable laws, regulations and Balgowlah Golf Club rules. The hirer shall ensure no disturbance or nuisance will be caused to the venue, its surrounds or any other patrons. The Club shall be entitled to remove any persons from the function whose behavior, in the opinion of Management, is objectionable, improper or undesirable. When leaving the Club guests are required to leave in a quiet & responsible manner, respecting the Club's neighborhood community.

5. Responsible Service of Alcohol

The Board of Directors, Management & Employees of this Club have adopted a policy promoting the Responsible Service of Alcohol. In accordance with the Law, any patron observed to be intoxicated will be refused service and may be requested to leave the Club premises. Any practice which promotes irresponsible consumption of alcohol or unruly behavior will be not tolerated, further service will be refused and the person (s) may be asked to leave the Club premises. No Alcohol to be brought onto premises. Alcohol consumed on premises must be purchased from the Club. Alcohol cannot be removed from the Clubs premises.

6. Food and Beverages

The client shall ensure that persons in attendance at the Function do not bring any Food or Beverages of any kind into the venue. Cakes may be bought into the Club. Cakeage may be charged depending on the level of service provided from the Caterer. The Club accepts no liability or payment on behalf of the Caterer.

7. 21st Birthday Parties

A minimum number of adults (parents) are required to attend 21st Birthday parties plus security guards. Discuss these options with the Club's Manager. Security Guards will be at the cost to the function hirer. Two guards are required per function for 50 guests. 50 or more guests may require more security guards. A full guest list will be required for security to check off at the door. Any guests under the age of 18 years must be accompanied by parent, and be identified to the Club employees and security.

8. Cancellations

In the event of cancellation of your event the following terms apply:

- a. For functions cancelled 1 month or less, room hire will be forfeited.
- b. For functions cancelled 1 month or more, full refund will be given.

9. Damage/Liability

The hirer is wholly responsible for insuring their equipment and agrees to accept full responsibility for any loss or damage to that merchandise or injury to persons or property, subcontracted labour, subcontracted hire of equipment, invitees or persons attending the function, whether the Club or any part of the groups at Balgowlah Golf Club. No defacement or damage is to be made to the flooring, ceilings, internal or external walls of the Club or any of its property; as such damage will be the sole responsibility of the hirer/organizer in terms of financial restoration. To avoid damage, no items are to be attached, pinned or glued to any wall surface in the Club. Nails, staples or tape attachment to floors, walls or ceilings is strictly prohibited. Excessive use of streamers (or similar items) may incur an excess cleaning fee. Any item left behind after the function must be collected with 24 hours of the function. Balgowlah Golf Club holds no responsibility or liability towards items left for collection.

10. Smoking

Smoking is prohibited in all indoor areas of the Club. This is in accordance with NSW Smoke-free Environment Amendment Act 2004. Smoking is permitted on the designated balcony or outside areas.



Booking Agreement

(Please return to admin@balgowlahgolfclub.com.au or fax (02) 9948 1863

Name/Organisation: _____

(print full name)

Name of person authorised to act on behalf of Organisation: _____

Phone: _____ Mobile: _____

Email: _____

Date of Function: _____ Number of people: _____

Type of Function _____ Proposed arrival time _____
(ie 80th birthday, engagement party, fundraiser, corporate event)

Payment methods are:

- Cash / Cheque – to be made payable to Balgowlah Golf Club Ltd.
- Credit Card (complete section below)
- Direct deposit details:
Commonwealth Bank Seaforth. BSB. 062 251
Account Number: 1019 3402
Account Name: Balgowlah Golf Club Ltd
Reference: (your surname/organisation)

I acknowledge having received a copy of the booking terms and conditions. I further comply with all respects of such conditions on acceptance of this application.

Signature: _____ Date: _____

Credit Cards: ()M/Card ()Visa () Cheque () Direct deposit

Card No. _____ Expiry date ____ / ____

Cardholder's Name: _____ Signature _____

2% credit card charge will be added to the room hire amount