

# TERMS & CONDITIONS AND WEDDING BOOKING AGREEMENT



**CITYGOLFCLUB**

TOOWOOMBA

The following information is supplied to ensure your very special event runs to schedule. This information is correct at the time of printing however some details may change from time to time.

## 1. TENTATIVE BOOKINGS

A tentative booking will be held for fourteen (14) days only from the date of your enquiry. If another enquiry is made on the same day we will attempt to contact you to offer you first choice. The booking is not considered confirmed until City Golf Club has received your booking deposit and booking form.

## 2. DEPOSITS

When returning your booking form (within 14 days of your tentative booking) together with a Signed Terms & Conditions Agreement, a non-refundable, non transferrable deposit of \$1,000 must be received by City Golf Club. The deposit will be deducted from the final bill.

## 3. CONFIRMATION

On receipt of your deposit your Event will be confirmed.

## 4. PAYMENT

An invoice for room hire, food and additional extras will be issued prior to the event date and is due fourteen (14) days prior to the event. Payment for bar tabs and additional items will be payable at the finish of the event.

## 5. CANCELLATION

For functions cancelled within 4 weeks of the function date, a cancellation fee equivalent to 50% of the deposit will be charged. Cancellations made with in 7 days of your event may incur 75% of catering costs and full room hire charges.

## 6. FINAL NUMBERS

The final number of guests (including dietary requirements) attending the event is required fourteen (14) days prior to the commencement of the event. We require a minimum of 48 hours notice for any increase in numbers. Once your final numbers have been confirmed we will do our best to cater for additional numbers, however we do not guarantee your selection on the menu will be the same. Approval from City Golf Club is required for all increase in numbers. Should final numbers increase or decrease significantly from those advised at the time of reservation, we may substitute a more appropriate function room. Every effort will be made to discuss this with you. Please note: City Golf Club will cater for and charge for the confirmed number, even if fewer guests attend.

## 7. DIETARY REQUIREMENTS

All dietary requirements to be emailed to [functionsmanager@citygolf.com.au](mailto:functionsmanager@citygolf.com.au) 7 days prior to the event. If this does not occur, the Chefs will endeavour to facilitate the requested dietary requirements but cannot guarantee conformity.

## 8. EVENT DURATION

The following event durations must be strictly adhered to. A function at City Golf Club is not permitted to finish later than 12.00am to comply with liquor licensing requirements.

## 9. EARLY SET UP AND ACCESS TO THE ROOM

Depending on our function bookings it may not be possible for you to have access to the facilities early on the day of your event. Please speak to our Events Manager regarding the access time for your event.

## 10. CHANGES TO ADVERTISED MENU PRICING OR AVAILABILITY

Menus pricing and availability are subject to change without notification. While every effort is made to maintain prices and availability, these may be subject to increase or change due to unforeseen circumstances. In the event that this occurs these fees will be on-charged to you.

## 11. CONDUCT AT AN EVENT

You agree to begin your event at the scheduled time and agree to have all guests; invitees and other persons vacate City Golf Club at the closing time of 12.00 midnight. The bar will close at 11.30pm. Entertainment must also finish at this time. The patron is responsible to conduct the function in an orderly manner and in full compliance with the Clubs rules and House Policy of Club management and all applicable laws. You must ensure no disturbances or nuisances will be caused to any guests, visitors or neighbours of City Golf Club. Management reserves the right to intervene if functions activities are considered illegal, noisy or offensive and will remove any guest from the event whose behaviour is objectionable and undesirable.



## 12. FOOD AND BEVERAGE

You or your guests are not permitted to bring food or beverages onto the premises, with the exception of celebration cakes. All our prices quoted are inclusive of GST.

## 13. DRINKS/BAR

City Golf Club is a licensed venue. Drinks of any kind not permitted to be brought onto Club premises. We will provide you a beverage menu before your event and you can choose to cover all or part of the cost of drinks during your event. There are three (3) options for drink service:

1. Unlimited Tab – you will cover the costs of all drinks consumed at the event. If you choose to have an unlimited bar tab you will need to provide us with active credit card details. We will deduct the cost of drinks from your credit card at the conclusion of your event.
2. Limited Tab – you cover the costs of the drinks up to a dollar limit set by you. Once this limit is reached we will contact you (or your designated contact) whereby you can increase the limit or choose for us to run a “cash bar”
3. Cash Bar – you and your guests purchase drinks at our bar via cash. EFTPOS and Credit Card facilities are available in the Club.

## 14. RESPONSIBLE SERVICE OF ALCOHOL

The City golf Club practices responsible service of alcohol and as such our bar services ceases at 11.30pm. As part of our responsible service of alcohol we will not serve:

- a) Intoxicated patrons
- b) Disorderly patrons or
- c) Patrons under the age of eighteen(18) years of age

Under the Liquor Licensing Act City Golf Club reserves the right to refuse service and/or exclude or eject any guest from any function or from its premises if the client is intoxicated, unruly, aggressive or destructive.

## 15. LOSS OR DAMAGE

When you book City Golf Club you will be responsible for any loss or damage to the premises, its fittings and or equipment or injury to any staff member caused by any guest of or contractor engaged by the client, or his agents prior to, during or after the function or event. General and normal cleaning is included in the cost of the room hire charge, but additional charges may apply if the function has created cleaning needs above and beyond normal cleaning. Any room hire fee does not cover any loss or damage. City Golf Club does not accept responsibility for damage, or loss of, any client’s property left in the premises prior to, during or after a function.

## 16. SMOKING POLICY

Smoking is restricted to the designated outdoor areas. By law no one is permitted to smoke within 6 meters of building entrances. Smokers are asked to use the ashtrays provided by City Golf Club.

## 17. FORCES OF NATURE

Should an incident arise where your event be cancelled, relocated or is interfered with due to a force of nature (circumstances beyond our control) City Golf Club shall not be liable for the financial expense of your event.



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Please print and sign your agreement to these terms and conditions, then return the form and a confirmation form to The City Golf Club with your deposit, in order to receive validation of your booking.

NAME:..... EVENT NAME:.....

DATE:..... EVENT DATE:.....

SIGN:..... EMAIL:.....

OFFICE USE ONLY

RECEIVED BY NAME:.....

RECEIVED DATE:.....

DEPOSIT INVOICE #:.....

