



CLARE GOLF CLUB INC

TERMS AND CONDITIONS FOR THE HIRE OF THE LINKS FUNCTION ROOM

Bookings

- Applicants are required to complete the Links Function Room Hire Application Form and pay the applicable fees as confirmation of the booking
- Tentative bookings must be confirmed within 14 days via email to functions@claregolfclub.com.au
- *Booking fees and deposits are non refundable if the cancellation is made within 6 months of the function date.*
- *In the event of a wedding date change, another date can be selected if the date is available.*

Wedding Inclusions

- Full room hire including balcony and full kitchen access
- The round tables, chairs, bridal table and cake table will be set up to suit your requirements. Includes 15 round tables with white tablecloths and padded black chairs. Rectangular table for bridal party with insert and tulle, small cake table with white tablecloth gathered to the floor
- Access to the venue for set up the day prior to the function and pack up the following morning of the event
- Full bar facilities including glasses and bar staff. With the option of bringing your own wine, corkage fees apply.
- Bar on the balcony is available by arrangement in between the ceremony and the reception
- Crockery, cutlery and kitchen equipment
- PA system with iPod connectivity
- Stage area for entertainment
- Dance floor
- Ceremonies are able to be held at the golf course at an additional fee of \$200, locations are negotiable.

Beverages

- All beverages are to be purchased from the bar and consumed on the premises. Under the terms of the Club's liquor licence, the only exception to this provision is for BYO wine only. This must be discussed with the Functions Coordinator prior to the event.
- A corkage fee of \$12 per bottle is applicable for all BYO wine
- The Club suggests that an expenditure limit be set before the function. This limit will be monitored by the bar staff and when the limit is almost reached, the Applicant will have the option to close or extend the limit
- Please refer to the Clubs Wine List and Clubhouse Functions Beverage Price List for all options available
- No glass outside the main room, unless discussed with the coordinator prior to the event
- **Beverage charges including corkage are to be paid in full at the conclusion of the function, prior to vacating premises**

Car parking

- Car parking is available in the car park outside the function room and on the adjoining roadway

Catering

- You are welcome to choose your own caterer in our commercial kitchen or we can recommend caterers in our area

Bond

- A \$400 bond is mandatory when hire includes the kitchen and bar areas to cover excessive cleaning and breakages. It is refundable in whole or partially upon inspection of room at the completion of the event, and will be refunded within two weeks.
- If carpet steam cleaning is required then the bond will be partially or fully forfeited. It is expected the room will be left in 'as found' condition

Compliance

- The Clare Golf Club reserves the right to exclude or evict any person behaving disorderly or in an unlawful manner
- The Links Function Room is a non smoking venue, smoking areas are either in the car park or on the verandah. No smoking permitted on the balcony.
- Security must be booked for 21st Birthdays at 1 security guard per 100 guests or part thereof or at the discretion of the Club

Confirmation of attendees and payment of function

- Applicants are to confirm guest numbers and pay for the additional attendees 10 working days prior to the function

Damages

- Any breakages or damage to the property of the Clare Golf Club either by the Applicant or the Applicants' guests will be the responsibility of the Applicant, who will reimburse the Clare Golf Club for all costs incurred
- Any extra cleaning due to candle wax, lolly tables, glitter or table scatters (as examples) will be charged to the Applicant
- The Clare Golf Club does not accept responsibility for any damage to, or loss of, any of the Applicants or their guests property left on the premises prior to, during or after a function

Decorations

- A wedding package includes table setup. The Applicant is required to provide a seating and table setting plan.
- Table decorations, serviettes, menus, name cards, table numbers and cake knife can be added to the table setting by the hirer
- We welcome decorations, but they must not be attached to ceilings, walls or Club Honour boards. We can recommend reputable local hire companies that are experienced with our venue

- The Applicant is responsible for providing the backdrop behind the bridal table, flowers and decorations
- All decorations are to be removed the following morning of the event, unless prior arrangements have been made
- Candles are only allowed if surrounded by glass. Candelabras and candle holders cannot contain lit candles

Insurance

- The Applicant (if an incorporated body) must have a copy of their public liability policy provided to the Functions Coordinator.
- We highly recommend that the Applicant have their own insurance for any items of value brought into the Function Room

Licensing

- The Club's Licence allows for 150 attendees (seated) or 400 (standing)
- The Club has a responsible service of alcohol policy and has the right to refuse service at any time
- The Applicant is not to provide or sell liquor, nor is it to be taken from the premises during the function
- The Applicant or their guests are not permitted to bring alcohol onto the premises
- No person under the age of 18 years is to be served or allowed to consume alcohol on the premises
- Guests may be requested to provide identification
- Last drinks will be served at 12 midnight. All functions must conclude no later than 1am and guests are to be off the premises by 1.15am



CLARE GOLF CLUB INC

LINKS FUNCTION ROOM HIRE APPLICATION FORM



Thank you for choosing **The Clare Golf Club Links Function Room** as your venue for your
WEDDING PARTY CONFERENCE FUNCTION (please circle one)
 We trust that you will have an enjoyable and memorable event
 Please read the attached terms and conditions and complete this form to secure your booking

Day of Function:(please circle) Sun M T W Th F Sat
 Date of Function: __/__/__ Time of Function: _____to _____
 Name of Applicant/s / Hirer: _____
 Organisation and Contact name: _____
 Postal Address: _____ Postcode _____
 Phone: _____ Phone 2: _____
 Email: _____

Please specify any special requirements _____
 Caterer name & arrangements _____

Bar Arrangements (please circle) N/A Full Bar Full bar with BYO wine (note \$12 corkage)

Weddings	Rate	Number	Cost
Wedding up to 60 guests	\$16 per head		
Wedding next 60 guests up to 120 guests	\$13 per head		
Wedding next 30 guests up to 150 guests	\$11 per head		
Ceremony held on the golf course	\$200		
Cleaning/Damage Bond (refundable) if bar or kitchen used	\$400		
Other Events			
Small group room hire up to 20 people	\$150		
Small group room hire 21- 50 people	\$250		
Full day or night hire inc set up	\$500		
Kitchen hire Front preparation section & servery	\$75		
Kitchen hire FULL kitchen inc both sections	\$150		
White Linen Tablecloth Hire & Cleaning Fee (inc for weddings)	\$15 each		
Blue Linen or Disposable Tablecloths	\$5 each		
Unlimited tea/coffee <u>only</u>	\$3 per head		
Morning tea inc tea and coffee	\$5 per head		
Afternoon tea inc tea and coffee	\$5 per head		
Lunch per person	By negotiation		
AV- projector, screen, lectern, whiteboard	\$50		
Discount if applicable			
		Total	
		GST	
All Prices are GST exclusive and are subject to change		Total payable	

I understand that beverage costs are payable in full immediately after the event and breakages or damages will be deducted from the cleaning bond if applicable.

I have read and agree to the Terms and Conditions for the hire of the Links Function Room

Signature of Applicant / Hirer _____ Date __/__/__