

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 the below form secure your booking

1. Day of Function: (please circle) Sun M T W Th F Sat
2. Date of Function: ___/___/___
3. Time of Function: _____ to _____
4. Name of Applicant / Hirer: (surname) _____ (first) _____
 or, name of organisation: _____
 Contact name for organisation: _____
5. Postal Address: _____ (postcode) _____
6. Phone: _____ Fax: _____ email: _____
7. Please specify any special requirements _____
8. Catering arrangements _____
9. Bar Arrangements N/A ___ Full Bar ___ Full bar with BYO ___ (note \$10 corkage)

	Rate	Number	Cost
Wedding up to 60 guests	\$16.00 per head		
Wedding next 60 guests to 120	\$13.00 per head		
Wedding ...next 30 guests up to 150	\$11.00 per head		
Cleaning Bond (refundable) if bar used	\$400.00		
Small group no set up... up to 40 people	\$5.00 per head		
Short term hire –set up under 4 hours	\$300		
Full day hire set up	\$500		
Tablecloth Cleaning Fee	\$15.00 each		
Disposable Tablecloth	\$5.00 each		
Tea/coffee per person	\$3.00 continuous		
Morning/afternoon tea per person	\$7.00		
Lunch per person by negotiation			
Discount if applicable			
Other requirements			
		Total Payable	

Beverage costs and breakages are payable immediately after the event.

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

Signature of Applicant / Hirer _____ **Date** ___/___/___

Office use only

Date application received/.../20... Booking confirmed/...../..20...
 Payment received date .../.../20... Total payment received \$ _____
 Cleaning refunded date .../.../20.... Amount refunded \$ _____

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 in writing within 14 days and the *deposit is not refundable if cancellation is made within 6 months of the proposed function date.*

In the event of there being more than 1 application for a particular date and prior to any confirmation of booking, the successful applicant will be at the discretion of the Club.

• 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.

A corkage fee is applicable for all BYO wine (as indicated on the Application Form).

The Club suggests that an expenditure limit be set before the function and monitored by the bar staff and when the limit is almost reached, the Applicant will have the option to close or extend the expenditure.

Please refer to the enclosed Wine List and Clubhouse Functions Beverage Price List.

Beverage charges are to be paid in full at the conclusion of the function, prior to vacating premises

• Car parking

Car parking is available within the area and on the adjoining roadway.

• Catering

Catering is available from a variety of sources within the Clare area. Choose your own or we can assist with your requirements

• Cleaning

A \$400 cleaning bond which is refundable in whole or partial upon inspection of room is levied. If carpet steam cleaning is required then the bond will be partially or fully forfeited ..

• Compliance

The Applicant will ensure that nothing that is permitted is disorderly or unlawful in connection with the use of the Function Room. The Clare Golf Club reserves the right to exclude or eject any person.

• Confirmation of attendees and payment of function

Applicants are to confirm the number of attendees 5clear working days prior to the function. Payment will be made as arranged when booking.

• Damages

Any breakages or damage to the property of the Clare Golf Club either by the Applicant or the Applicant's guests will be the responsibility of the Applicant, who will reimburse the Clare Golf Club for all costs incurred.

The Clare Golf Club does not accept responsibility for any damage to, or loss of, any of the Applicant's or their guests' property left on the premises prior to, during or after a function.

• Decorations

We welcome decorations, but they must not be attached to ceilings, walls or Club Honour Boards.

All decorations are to be removed as discussed when booking..

• Insurance

The Applicant (if an incorporated body) must have a public liability policy noted, endorsing the Function Room's interest in the function.

The Applicant should 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 all times.

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 and no person under the age of 18 years is to be served or allowed to consume alcohol on the premises.

Last drinks will be served at the bar at 12 midnight.

All functions must conclude no later than 1am and guests are to off the premises by 1.15am

• Other Matters

The Applicant is also responsible for the following;

- Provide the backdrop behind the bridal table, flowers and decorations.
- Seating plan, table decorations, serviettes, menus, name cards, table numbers, and cake knife..
- Music

Candles are only allowed if surrounded by glass, but candelabras and candle holders cannot contain lit candles .

All Prices include GST and are subject to change