



## **EVENT TERMS AND CONDITIONS**

We thank you for considering us as the host of your event. Set out below are the responsibilities of both you, as the hirer of the facility and Ryde-Parramatta as the provider.

### **EVENT BOOKINGS**

- Tentative bookings will be held for fourteen ( 14) days
- To secure your booking we require the second page of this document to be signed and returned with payment of deposit of \$500.
- The Club accepts cash, cheque, direct deposit or credit card (no Amex or Diners Club, sorry). Please note that all credit card payments attract a 1.5% surcharge.
- Regardless of your payment method the Club requires details of a valid Visa or MasterCard to be held until your account is settled. This card will only be debited in the event of Damage to Property, or overdue accounts as laid out in this document. All Credit Card details are securely disposed of upon settlement of your account.

### **EVENT PAYMENT & GUARANTEED NUMBERS**

- To ensure the success of your event, we require confirmation of final numbers and menu details no later than two (2) weeks prior to your event.
- Numbers may be increased following this period, but only after consultation with the Events Team. Any decreases after this date attracts full charges.
- Final costs will be invoiced and sent to you shortly after your final numbers have been accepted.
- Full payment is required before the day of your event.

### **SUNDAY & PUBLIC HOLIDAY SURCHARGE**

- Due to the increased costs of staffing on Sundays and Public Holidays, a surcharge of \$7.70 per person may be charged on the total catering account of events held on these days.

### **CANCELLATION POLICY**

- Please note that as a registered club, each function is subject to Board approval. In extenuating circumstances, the Board of Ryde-Parramatta Golf Club may cancel existing bookings.
- In the event you wish to cancel your booking, we will return deposit in full provided the cancellation occurs no less than three (3) months from the date of the scheduled event.
- If cancellation occurs within the three (3) months and we can rebook the day, the deposit will be fully refunded; otherwise the full deposit is forfeited.
- If cancellation occurs within one (1) month of the event, and we cannot rebook the day, you will be charged 50% of the total catering costs based on initial numbers given.

### **DRESS REQUIREMENTS**

- At Ryde-Parramatta Golf Club, we have a proud history and established standards. The event organizer is responsible for ensuring all guests are aware of, and comply with, our dress regulations. Please visit our website <http://www.rydeparramatta.com.au/dresscode.pdf> for a copy of our Dress Regulations.

### **GUEST REGISTER POLICY**

- All non-golfing guests to the Club are required by law to be signed-in. To assist with this process, we require the attached 'Guest Register' to be filled out and submitted to us. If a guest list is not submitted all guests 18 years and above must sign in to our register upon entry of the club.

### **DURATION OF FUNCTIONS**

- Functions are booked for a standard five (5) hour period. Please make provisions for any necessary set-up at the time of booking.
- Due to the heavy schedule of golf and social events at the Club, we ask that your guests arrive no earlier than your scheduled event times, unless pre-arranged with our Events Team.
- Each event has a pre-arranged finish time. Following this time, any guest wishing to stay at the venue must sign into the Club's register as a guest independent of your event.

### FOOD & BEVERAGE POLICY

- Club staff are not permitted to serve alcohol to minors or intoxicated persons under the NSW Liquor Act.
- Ryde-Parramatta Golf Club is a fully licensed venue. The NSW Legislation and Club Policy does not allow food or beverage (including alcoholic beverage) to be brought into the Club.
- Celebratory cakes are permitted into the club, however due to OH & S Policies, the cake must be purchased from a registered business. Please discuss this with your Event Manager.
- In extenuating circumstances (such as the Queensland floods etc) fluctuation in fresh produce costs occurs. In order to maintain quoted pricing you may be asked to reselect a dish or make changes to your menu.

### DAMAGE & PERSONAL PROPERTY

- The Account Holder/ Organiser of the event is financially responsible for any damage sustained to Club property during your function. (This does not include accidental glass breakages etc). In the event of any damage to club property as a result of inappropriate behaviour during your function, the organiser will be notified and the Account Holder will be invoiced for replacement or repair fees where necessary.
- Access to the Golf Course during non-golf functions is strictly prohibited, with the exception of pre-arranged on-course Wedding Photographs.
- Ryde-Parramatta Golf Club will take all necessary care, but accepts no responsibility for damage or loss of property left at Ryde-Parramatta Golf Club prior, during or after the function, this includes vehicles left in our car park.

### SECURITY CHARGE

- For 18<sup>th</sup> and 21<sup>st</sup> Birthday Celebrations, the Club's license requires a security guard to screen arrivals and monitor behavior for the safety of patrons and staff. This is provided to the client at a cost of \$270 for 5 hours.
- Club policy does not allow outsourced security companies or family members to provide security services at our club. This is for the safety and protection of all guests and staff.

PLEASE READ AND RETURN COMPLETED FORM TO:  
[EVENTS@RYDEPARRAMATTA.COM.AU](mailto:EVENTS@RYDEPARRAMATTA.COM.AU) OR FAX (02) 9858 1685

I have read and accept the Terms and Conditions of Ryde-Parramatta Golf Club

DATE OF FUNCTION \_\_\_\_\_ COMPANY NAME (if applicable) \_\_\_\_\_

ACCESS TIME \_\_\_\_\_ GUEST ARRIVAL TIME \_\_\_\_\_ FINISH TIME \_\_\_\_\_

EXPECTED NUMBER OF GUESTS: \_\_\_\_\_

NAME OF ORGANISER \_\_\_\_\_ CONTACT PHONE NO: \_\_\_\_\_

ORGANISER POSTAL ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_

ORGANISER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### CREDIT CARD DETAILS (Visa or MasterCard Only)

CARDHOLDERS NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

CARD NO \_\_\_\_\_ EXPIRY DATE \_\_\_\_\_

*Please photocopy this page for extra guests*

PAGE \_\_\_\_ OF \_\_\_\_

<b>FUNCTION NAME:</b>	<b>FUNCTION DATE:</b>
<b>SOCIAL MEMBER NAME:</b>	<b>SOCIAL MEMBERSHIP #</b>



	<b>GUEST FULL NAME</b>	<b>GUEST FULL RESIDENTIAL ADDRESS</b>
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