



FUNCTION TERMS AND CONDITIONS

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

BOOKINGS

- Tentative bookings will be held for fourteen (14) days
- To secure your booking we require the last page of this document to be signed and returned with payment of a \$ 500 deposit. The Club accepts cash, direct deposit or credit card (no Amex or Diners Club, sorry).
- Regardless of your payment method the Club requires details of a valid Credit Card 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.
- Payment of catering is required seven (7) business days prior to your event.
- Minimum number for catering is fifty (50) guests unless prior arrangements are made with the Events Team. Numbers under fifty (50) may incur a room hire fee.

GUARANTEED NUMBERS

- To ensure the success of your function, we require confirmation of final numbers and menu details no later than seven (7) business days prior to the event.
- Numbers may be increased following this period, but only after consultation with the Events Team. Any decreases after this date must attract full payment.

SUNDAY & PUBLIC HOLIDAY SURCHARGE

- Due to the increased costs of staffing on Sundays and Public Holidays, a surcharge of ten percent (10%) will be charged on the total catering account of functions held on these days.

CANCELLATION POLICY

- In the event you wish to cancel your function, we will return your 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) month period and we can re-book the day, the deposit will be fully refunded; otherwise the full deposit will be forfeited.

SECURITY CHARGE

- For 18th and 21st Birthday celebrations, the Club will provide a security guard to screen arrivals and monitor behaviour for the safety of patrons and staff. This is provided to the client at a cost of \$250.
- 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.

GUEST REGISTER POLICY

- All guests to the Club are required by law to be signed-in by a Member. To assist with this process, we require the attached 'Guest Register' to be filled out and submitted to us at least two (2) days prior to your function. It is a legal requirement that we obtain RESIDENTIAL ADDRESS and FULL NAME of all patrons over the age of 18 years. Please note this information is not used for promotion or given to any third party.

DURATION OF FUNCTIONS

- *Functions are booked for a standard five (5) hour period.*
- *We are happy to have you and your guests stay longer, however the extension must be pre-arranged with the Events Team.*
- *A charge of \$150 per hour or part there of will apply for Receptions where bar service is extended past 12am. This extension must be pre-arranged due to licensing legislation.*
- *Due to the heavy schedule of golf and social events at the Club, we ask that your guests arrive no earlier than your scheduled reception time, unless pre-arranged with our Events Team.*

DRESS REQUIREMENTS

- *It is the Organisers' responsibility to ensure that all persons attending your function are attired in keeping with the Clubs Dress Regulations. This includes an overall neat and tidy appearance, no thongs (dress thongs allowed for ladies), no swimwear or gymwear, and no singlets for men. Failure to comply will result in refusal of entry to the Club.*

PARKING

- *Guests attending a function at Ryde-Parramatta Golf Club are welcome to use the Member's car park facility and/or leave vehicles parked overnight; however, the club cannot accept any responsibility for theft or damage to property.*

FOOD & BEVERAGE POLICY

- *Club staff are not permitted to serve alcohol to minors or intoxicated guests under the NSW Liquor Act.*
- *'On Consumption' Beverage accounts require payment at the conclusion of your event, unless prior arrangement have been made with the Events Team. The Club accepts cash, cheque or credit card (no AMEX or Diners Club, sorry).*
- *NSW Legislation and Club Policy does not permit food or beverage (including alcoholic beverage) to be brought into the Club or onto the Golf Course.*
- *Birthday or other Celebratory Cakes are permitted into the club, however due to OH & S policies; the cake must be purchased from a registered business. Due to these policies, homemade cakes are not permitted.*

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 functions is strictly prohibited.*
- *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.*



FUNCTION NAME:	FUNCTION DATE:
SOCIAL MEMBER NAME:	SOCIAL MEMBERSHIP #

	GUEST FULL NAME	GUEST FULL RESIDENTIAL ADDRESS
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		



**RYDE-PARRAMATTA
GOLF CLUB LTD**

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

DATE OF FUNCTION _____

TYPE OF FUNCTION _____

APPROX START TIME _____

APPROX FINISH TIME _____

MENU & PRICE _____

NUMBER OF GUESTS _____

NAME OF ORGANISER _____

ADDRESS _____

CONTACT PHONE NO: _____

EMAIL _____

SIGNATURE _____

DATE _____

DEPOSIT ENCLOSED \$ _____ **CIRCLE**
 CASH **DIRECT DEPOSIT** **C/CARD**

CREDIT CARD DETAILS

CARDHOLDERS NAME _____

CARD NO _____ **EXPIRY DATE** _____

SIGNATURE _____

SOCIAL MEMBERSHIP # _____