

MEETING 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 deposit in the amount of your room hire fee.
- We accept cash, cheque, direct deposit or credit card (no Amex or Diners Club, sorry). Please note that a 1.5% surcharge is added to the total due for all credit card payments.
- 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

- Final costs will be invoiced and sent to you shortly after your event.
- Full payment is required within fourteen (14) days from the date of invoice issue.
- To ensure the success of your event, we require confirmation of final numbers and menu details no later than seven (7) business days 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.

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 fourteen (14) days from the date of the scheduled event.
- If cancellation occurs within the fourteen (14) days and we can rebook the day, the deposit will be fully refunded; otherwise the full deposit is forfeited.
- If cancellation occurs within seven (7) days of the event, your deposit is forfeit, or you will be charged 50% of the room hire fee (whichever is greater), and 100% of the catering costs based on final numbers given.

DRESS REQUIREMENTS

- At Ryde-Parramatta Golf Club, we have a proud history and established standards. As visitors, all guests of the club are requested to 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

- Meetings are booked within pre-arranged times only and access is available strictly from 9am. 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.
- 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.
- Catering is not available Mondays.

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.
- 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.

PLEASE READ AND RETURN COMPLETED FORM TO:
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 _____

ACCESS TIME _____ GUEST ARRIVAL TIME _____ FINISH TIME _____

EXPECTED NUMBER OF GUESTS: ROOM SET-UP: _____ CATERING: _____

NAME OF ORGANISER _____ CONTACT PHONE NO: _____

COMPANY POSTAL ADDRESS _____

EMAIL _____

ORGANISER SIGNATURE _____ DATE _____

ARRIVAL CATERING _____ SERVICE TIME _____

MORNING TEA _____ SERVICE TIME _____

LUNCH _____ SERVICE TIME _____

AFTERNOON TEA _____ SERVICE TIME _____

PLEASE NOTE THAT WITHOUT THE ABOVE INFORMATION WE CANNOT GUARANTEE TIMELY SERVICE OR CATERING AVAILABILITY

CREDIT CARD DETAILS

CARDHOLDERS NAME _____ SIGNATURE _____

CARD NO _____ EXPIRY DATE _____

Please photocopy this page for extra guests

PAGE ____ OF ____

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		