



**RYDE-PARRAMATTA
GOLF CLUB LTD**

MEETING & CONFERENCE TERMS AND CONDITIONS

Thank you for considering us for your Meeting or Conference. Set out below are the responsibilities of both you, as the hirer of the facility and Ryde-Parramatta as the provider.

BOOKINGS & PAYMENT

- 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 \$ 150 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.
- Final payment of Meeting & Conference accounts is required FOURTEEN (14) days after your event.

GUARANTEED NUMBERS

- To ensure the success of your function, we require confirmation of final numbers and menu details no later than FIVE (5) 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 seven (7) business days from the date of the scheduled event.
- If cancellation occurs within the seven (7) day period and we can re-book the day, the deposit will be fully refunded; otherwise the full deposit is forfeited.

DURATION OF MEETINGS

- *Meetings are booked for fixed starting and finishing times. We are happy for you to stay longer, however the extension must be arranged with the Function Manager when booking and an additional charge may apply.*
- *Due to the heavy schedule of golf and social events at the Club, we ask that your guests arrive no earlier than your pre-arranged time.*

PARKING

- *Guests attending a function at Ryde-Parramatta Golf Club may use the Member's car park, 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.*
- *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.*

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.*
- *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.*

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.*



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 _____