

WEDDING TERMS AND CONDITIONS

We thank you for choosing us as the host of your special day. Set out below are the responsibilities of both you, as the hirer of the facility and Ryde-Parramatta Golf Club as the provider.

EVENT BOOKINGS

- Tentative bookings will be held for fourteen (14) days, it is the responsibility of the client to confirm desired dates.
- To secure your booking we require the second page of this document to be signed and returned with a payment of your deposit. Wedding Deposit is \$1 000.
- We accept cash, cheque, direct deposit or credit card payment (**no Amex or Diners Club, sorry**). Please note all credit card payments attract a 1.5% surcharge on the total amount due.
- 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 final menu details no later than two (2) weeks prior to your event.
- Final costs will be invoiced and sent to you shortly after confirmation of final guest numbers.
- Full payment is required at least two business days before your event.
- Any incidentals as discussed with your event coordinator, will be invoiced shortly after your event. This payment is due within fourteen (14) days of date of issue.
- Numbers are able to 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 is payable for events held on these days. Please see your event coordinator for accurate pricing.

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 occurrence of client instigated cancellation of an event, we will return your deposit in full, provided the cancellation occurs no less than six (6) months from the date of the scheduled event.
- If cancellation occurs within the six (6) month period and we can re-book the day, the deposit will be fully refunded; otherwise the full deposit is forfeited.
- If cancellation occurs within three (3) months of the event, and the date cannot be re-booked, you will be invoiced 50% of the total cost based on estimated guest numbers.

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. The event organizer as named on the Terms and Conditions is responsible for notifying all guests regarding acceptable dress.
- Unacceptable attire includes the following: rubber thongs, ripped or cut-off jeans, items with large logos, dirty work wear, board shorts or other swimwear, dirty boots or sneakers.

GUEST REGISTER POLICY

- All 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 with your final numbers. If a guest list is not submitted all guests 18 years and above must sign in to our register upon entry of the club.

EVENT DETAIL REQUIREMENTS

- Please speak to your event coordinator before planning your event order – they will help guide you and ensure the seamless timing of your special day.
- We will happily place bonbonniere and place cards for you, provided they are supplied to us one week in advance, and place cards come to us divided into table numbers, in order of guest seating. We recommend snap-lock bags!

DURATION OF FUNCTIONS

- Receptions are booked for a standard five (5) hour period. Bar service ends promptly at 11.45, with a ½ hour grace period wherein your guests may depart the venue.
- In the case of combined Ceremony and Reception, earlier access and service times are granted upon consultation with your event planner. Please note that we are only able to offer afternoon ceremonies and evening receptions.
- Due to our heavy schedule of events, we ask that your guests arrive no earlier than your scheduled event times.

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. NSW Legislation and Club Policy do not allow food or beverage (including alcoholic beverage) to be brought into the Club.
- Wedding 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 coordinator.
- 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 as soon as is practicable, and 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.
- For their safety, and your peace of mind, Children 12 years and under must be supervised by a responsible adult at all times.
- Ryde-Parramatta Golf Club will take all necessary care, but accepts no responsibility for damage to or loss of, property left on the premises prior, during or after your event, this includes vehicles left in our car park.

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

DATE OF WEDDING _____

FULL NAME OF BRIDE _____ **CONTACT NUMBER** _____

BRIDE EMAIL _____

FULL NAME OF GROOM _____ **CONTACT NUMBER** _____

GROOM EMAIL _____

CEREMONY:

APPROX START TIME _____ **APPROX FINISH TIME** _____

RECEPTION:

APPROX START TIME _____ **APPROX FINISH TIME** _____

EXPECTED GUEST NUMBERS _____

PACKAGE SELECTION _____

FULL ADDRESS

(ACCOUNT HOLDER)

STREET NUMBER/NAME

SUBURB

POSTCODE

SIGNATURE (ACCOUNT HOLDER)

DATE _____

CREDIT CARD DETAILS (Visa or Mastercard Only)

CARDHOLDERS NAME

CARDHOLDERS SIGNATURE

CARD NUMBER

EXPIRY DATE



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

	GUEST FULL NAME	GUEST FULL RESIDENTIAL ADDRESS
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