

Terms, Conditions & Booking Contract

Agreement

This agreement is made between Rich River Golf Club Ltd and the 'client'. By booking a function, you agree, without limitation or qualification, to be bound by, and to comply with, these Terms and Conditions and any other policies or guidelines required by the club.

Tentative Bookings

Tentative bookings will be held for a maximum of 7 days. If a function is not confirmed with the receipt of the deposit requested by this time, the booking will be released without notice.

Confirmation of Booking

The confirmation of a booking must be made in writing by completing and returning the signed Booking Form along with the deposit to secure the room. The booking is not considered confirmed and the date not secured until the booking form has been completed and the deposit paid. A credit card number is to be supplied as security for a function. Rich River Golf Club reserves the right to cancel any booking not confirmed within the 7 days without further correspondence.

Minimum Numbers

Minimum numbers for private dinners is 30pax or a room servicing fee will apply.

Final Numbers

Confirmed numbers are required 14 working days prior to your function, along with the guest names and seating plan if applicable. These will be the minimum numbers you will be invoiced for even if numbers decrease. This number refers to the number of adults and children attending, including any band/photographer guests. If numbers increase, additional guests will be charged at the same price per person at the time of notification.

Menu Selection and Special Requests

Final menu selection and dietary requirements must be confirmed when your final numbers are submitted. Failure to do so cannot guarantee your menu selection being available. Should you require an individually designed menu, please consult with our Function & Event Co-ordinator. Specialty custom menus will incur a surcharge of \$2.00 per head based on our packages available.

Price Variation

We endeavour to maintain prices originally quoted, however due to seasonal price differences, our prices may be subject to change. All prices will be confirmed at a final meeting 4 weeks prior to the function.

Surcharge

Functions held on public holidays will incur a surcharge on the total cost of food and beverage of 15%.

Payment

All invoices are to be paid within 7 days of the invoice date. All prices quoted are inclusive of GST. All function accounts are to be paid in full 14 days prior to the event unless prior arrangements have been made. Any additional charges over the invoiced amount are to be settled on the day of the event. Payments may be made by cash, credit card, EFTPOS, bank cheque or direct deposit payable to Rich River Golf Club Ltd. Direct Deposit Details- Bank: NAB BSB: 083-629 Account Number: 543031882

Cancellations

Cancellations of confirmed bookings must be made in writing. Cancellation 30 days or more prior to the date of the function will incur a cancellation fee of 50% of the deposit. If less than 30 days' notice is given and the room cannot be rebooked, a cancellation fee of 100% of the deposit and the estimated costs will apply. If a function needs to be postponed prior to 30 days of the function date, and providing that the new function will be held within 6 months, the deposit will be transferred to the new booking date. Postponement less than 30 days from the

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function date will incur the loss of the deposit. If the Club has reason to believe that a function will affect the smooth running of the Club, its security or reputation, it reserves the right to cancel the event without notice or refund.

Member Benefits

Rich River Rewards points equivalent to 10% of the total beverage amount are available on function bar purchases. A current member's card must be provided upon payment to receive Rich River Rewards points applicable to a function. Reward points will not be provided if a current member's card is not provided. Rich River Rewards points are only applicable to a member hosting a function and who is responsible for payment of the function account. Club membership and any accrued points or rewards are not transferrable. The rewards offered under the Rich River Rewards program are a courtesy extended to you at our sole and absolute discretion and are not automatic entitlements (legal or otherwise). The accrual of points or the redemption of rewards are not available in conjunction with any other discount, promotion or program offered by us unless otherwise stated.

Food and Beverages

All food and beverages are to be supplied by Rich River Golf Club. Food and beverages not supplied by Rich River Golf Club are not to be brought onto or consumed on our licensed premises. Food and beverage provided by the club is not permitted to be removed from the premises.

Room Hire

Room hire charges apply to all our function rooms. All maximum occupancy numbers must be adhered to at all times. The client must begin the function and vacate the designated function room at the scheduled time agreed upon when confirming the booking. Should an event run overtime, all incurred costs with servicing the function beyond the expected finish time will be passed on including any additional room hire costs plus additional staff and security charges.

On-Site Accommodation

If accommodation is required, rooms can be held for a maximum of 14 days from the initial booking. Should you require rooms to be held after this time, a deposit of \$100 per room is required. If the deposit is not received, the rooms will be automatically released. Should you wish to cancel any accommodation, 50% of the deposit will be forfeited for each room cancelled. If cancellation is less than 30 days prior to the function date, the full deposit per room is non-refundable.

Entertainment and Special Effects

Rich River Golf Club reserves the right to control the level of music/noise created if deemed necessary. All externally arranged entertainment needs to be approved in writing by Rich River Golf Club prior to commencement. No special effects, including smoke machines, special balloon effects and/or pyrotechnics, can be operated without prior written consent from Rich River Golf Club.

Display/Signage & Decorations

Nothing is to be attached in any way to any wall, door or any other part of the function venue without prior approval by Rich River Golf Club. The use of confetti and glitter is not permitted within the grounds or licenced premises of Rich River Golf Club and will incur an additional cleaning charge. Rose petals and bubbles are permitted during on-site wedding ceremonies. All decorations are to be removed at the completion of the function.

Deliveries

All plans must be confirmed with the Function Department not less than 14 days prior to the event, including confirmation of any items you wish to have delivered to Rich River Golf Club in preparation for your function. Outside contractors must liaise with the Functions Department in all matters of delivery, set up and break down in

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accordance with Rich River Golf Club's workplace health and safety policy and indemnify Rich River Golf Club against any liability or injury arising from the contracted event. All deliveries should be made between 9am and 3pm.

Conduct of Patrons

The client and all persons in attendance shall adhere to the dress regulations and conduct themselves in an orderly manner throughout the entire function. The client shall ensure no disturbance or nuisance will be caused to the venue or any other guests. Rich River Golf Club reserves the right to remove the offending person(s) from the Club premises and/or in extreme cases terminate the function. Any person(s) not complying with our liquor licence or applicable regulations will not be permitted to remain in attendance at the event. Rich River Golf Club is required by law to cease service of alcohol to any guest displaying signs of intoxication and any person observed to be intoxicated will be requested to leave the Club premises. Any practice which promotes irresponsible consumption or unruly behaviour will not be tolerated. Smoking is only permitted in designated smoking areas and is not permitted inside the venue at any time.

Minors

Children attending must be fully supervised by an adult and remain in the function at all times. Children under the age of 18 as a part of our Club Policy are not permitted to consume alcohol on the premises, nor be served at any of our bars. Rich River Golf Club also reserves the right to remove any children's activities that may be deemed harmful, including activities that could allow children to potentially damage Club property.

Insurance/Damages/Liability

Rich River Golf Club requires that clients arrange their own insurance for events. The client will be responsible for the loss or destruction, or damage to, any Rich River Golf Club property or any part of the venue or for any claim or loss, damage or injury however caused by the client or its employees, contractors, agents or guests. Should any damages occur, the client will be charged for repairs accordingly. Rich River Golf Club takes all possible care but cannot accept responsibility for the loss or damage to any property left on the premises prior to, during, or after the function, by clients, their appointed agents or invited guests. Any property left in the club must be collected within 48 hours of your function. Prior arrangements must be made with the Management before leaving any items on the premises after the completion of the function.

Event Location

Rich River Golf Club reserves the right to move the location of your event should the need arise, providing sufficient notice where possible. If the function room reserved cannot be made available to you for causes beyond our control, Rich River Golf Club reserves the right to substitute another function room for the event.

Supervisor for Social Functions including Sporting Functions

A Rich River Golf Club staff member is required to be present for the duration of all social functions held at Rich River Golf Club that include any sporting activity. This will incur an additional charge being \$55.00 per hour (GST inclusive).

I have read, understand and agree to these terms and conditions of Rich River Golf Club Ltd:

Signed: _____ Date: _____

Print Name: _____

Contact Number: _____

Function/Event: _____