

DUNTRYLEAGUE

golf club | guesthouse | function centre

Function Contract – Terms and Conditions

Duntryleague is committed to ensuring that your function is successful and enjoyable. To assist with the smooth running of your event, we require you to fully understand and agree to the following conditions and policies governing the use of Duntryleague as a function venue. We therefore urge you to thoroughly read through the terms and conditions set out below before signing this contract.

Please send completed and signed functions contracts by email to functions@duntryleague.com.au or fax 6361 7259.

Event Date(s): Event Name:

Room(s) Selected:

Function Commencement Time:

Function Conclusion Time:

Function Type:

Booking Agreement

A signed copy of this contract along with the appropriate deposit amount is required to secure your booking.

Deposits and Payments

To confirm your booking, Duntryleague requires a deposit paid, in accordance with the following schedule:

- Functions taking place Monday to Thursday \$200.00 deposit is required
- Functions taking place Friday to Sunday \$500.00 deposit is required
- Functions requiring multiple facilities \$1000.00 deposit is required

Full payment for your function is required 24 hours before the event. Any additional costs incurred during your function will be payable at the completion of your function and the client accepts full responsibility for the payment of these additional costs.

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Acceptable Payment Methods

- **Credit Card:** Visa and MasterCard (no surcharge), and American Express (3% surcharge applies).
- **Eftpos:** Available within the Duntryleague Guesthouse and Club House.
- **Cheque:** Please make cheques payable to “Duntryleague”. Please note you will be asked to provide your drivers license details and a contact number if paying by cheque.

Final Guest Numbers

An indication of guest numbers is required **TWO** weeks prior to your function with final numbers required **FIVE** working days prior to the commencement of your function.

Number Variations

The number of guests confirmed **FIVE** working days prior to your function will be the minimum you will be charged for. This number can not be reduced. Increases in final numbers may only take place after this time with the approval of the Head Chef.

Catering

All menu and beverage selections must be finalised a minimum of **TWO** weeks prior to your function. Requests for special dietary requirements are required a minimum of **FIVE** days prior to your function.

Menu Variations / Price Increases

Whilst every possible effort is taken to maintain menus and prices, management reserves the right to vary menus and pricing in response to product availability and price increases.

Entertainment

Duntryleague reserves the right to control the quality, style and volume of any entertainment taking place within Duntryleague. Unless prior arrangements are made, entertainers will not be served alcohol during performances.

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Room Change

Duntryleague reserves the right to change a function room where it deems necessary. However, every effort will be made to choose an alternate function space comparable to that originally chosen and notify the organiser as soon as possible.

BYO Food and Beverages

NO food or beverages may be brought into Duntryleague by function organisers or their guests (with the exception of celebration cakes).

Loss or Damage

Loss or damage to Duntryleague's property, carpet, fixtures or fittings caused by the client, guests, agent or contractors, before, during or after the function will be the financial responsibility of the organiser.

Duntryleague will take reasonable care to protect the property of its guests, but accepts no responsibility for the loss of, or damage to merchandise or other property brought in to Duntryleague before, during or after the function. We recommend that organisers take out their own insurance to cover valuables whilst on site.

Exhibitions / Displays

No items are to be attached, pinned, stapled or glued to the wall surfaces within Duntryleague and the use of velcro and sticky tape are strictly prohibited. Blue tack may be acceptable, however, permission must be granted before any material is mounted to any surface within Duntryleague.

Conduct of Guests

Duntryleague reserves the right to remove any guest from the premises if they behave in an unreasonable or inappropriate manner or in accordance with Responsible Service of Alcohol protocols.

Cancellation – By Duntryleague

If Duntryleague has reason to believe that a function will affect the smooth running of the business, its security and reputation, it reserves the right to cancel the function at any time.

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Cancellation/Postponement by the Organiser

Cancellation of a confirmed function booking may involve the forfeit of your deposit, please note the following deadlines for cancellation of a booking:

- Notification of cancellation of a booking with **more than 90 days** notice will result in a full refund of your deposit.
- Notification of cancellation of a booking with **more than 30 days** notice, **but less than 90 days** notice will result in a 50% refund of your deposit.
- Notification of cancellation of a booking with **less than 30 days** notice will result in the forfeit of your deposit entirely.
- Notification of cancellation of a booking with **less than 48hours notice** will result in the client being charged all out-of-pocket expenses incurred by the club in preparation for your event.

AGREEMENT

Duntryleague will take all reasonable steps to ensure that the conditions of the agreement are observed, however, Duntryleague will not be responsible if it is unable to carry out the terms of the agreement due to circumstances beyond our control ie, industrial action, Government intervention, etc.

I have read, understood and agree to the Terms and Conditions outlined in this document.

NAME:

COMPANY:
(if applicable)

PHONE NUMBER:

MOBILE NUMBER:

EMAIL:

SIGNED:

DATE: