

tamworthgolf  
club



# Function Package

## Tentative Bookings

Deposits must be received within 14 days of your original tentative booking. A function will be deemed to be confirmed when the deposit and a signed Booking Form have been received. We will do our best to make contact after the 14 days to see if the function is required, however we reserve the right to cancel any tentative bookings where a deposit has not been paid. If your function is to be held less than 1 month from your enquiry date, a deposit and Booking Form are required within 24 hours of tentative booking. Your deposit will be charged as room hire fee when the function takes place.

## Final Arrangements

These will be made by appointment 1 month prior to your function. Final numbers are required 21 days prior to your function. The final number confirmed will represent the minimum numbers for which you will be charged.

## Payment

All accounts must be paid for 21 days prior to your function. You are welcome to pay by instalments - from your bank directly into our account or with cash, cheque or card at the front office. There are no administration fees. On the day Credit card arrangements are to be made prior to the function.

## Surcharges

Sunday and public holiday surcharges apply.

## Cancellations / Refunds

In the event that you need to cancel your function a minimum of 3 months written notice must be given with confirmation of this being received. If cancellation occurs before the 3 month period than a full refund will be given. If cancellation occurs within the 3 months the deposit will be forfeited. Any other payments made will be fully refunded unless cancellation occurs less than 14 days prior to function.

## Insurance

The Tamworth Golf Club will not take any responsibility for injury, damage to or loss of equipment, merchandise or personal property of guests left on the premises prior to, during or after the function.

## Conduct of event

The client shall conduct the event in an orderly manner compliant with the rules of the venue and in accordance with all applicable laws. It is understood that the organizer will take all responsible steps to conduct the function in an orderly manner and control the behavior of their guests. Tamworth Golf Club staff have the right to shut down an event in the instance of the event not be conducted within our guidelines.

## Responsible Service of Alcohol

All management and employees are at all times bound by state licensing laws and the Responsible Service of Alcohol act. The Tamworth Golf Club practices responsible service of alcohol. Any person deemed to be intoxicated may be refused the service of alcohol. It is an offence to serve or have someone supply alcohol to a minor or intoxicated persons. The Tamworth Golf Club reserves the right to refuse service or remove patrons for inappropriate or offensive behavior.

## Signing In

It is a requirement of the registered club act that all people entering the club sign in as either guest of a member or as a visitor. It is the organisers responsibility to ensure that all guests are aware that they will need to sign in to the venue.

## Dress Code

All dress regulations must meet club standards and comply with our rules and regulations. We require a neat and tidy dress code. Singlets are not permitted on men and guests will be asked to remove hats whilst in the venue.

## Noise

Due to being located in a residential area we pride ourselves on being courteous to our neighbors regarding noise. We observe a midnight close time to restrict any disruptions to our neighbors. Our outside area closes at 9pm for this reason and any music played at the function will be monitored for noise levels.

## Outside area

We have an outside area which may be used for ceremonies at the discretion of management. The area adjacent to the function room at times can be used by your guests as a smoking area. This is also at the discretion of management and if approved must be vacated by 9pm due to noise restrictions.

## Damages

Clients are financially responsible for any damage sustained to the venue by the client, clients guest, contracted suppliers or other persons attending the function, whether in the room reserved or any other area of the venue. Any costs will be invoiced directly.

## Security

Security is mandatory for all 18th and 21st birthdays. The cost of the security will be at the organisers expense. All other functions will be assessed by the function coordinator and management to see if security is necessary and this decision will be final.

## Children

Children are welcome to attend functions and remain in the function room whilst supervised by a responsible adult. Children are not permitted to be unsupervised outside or play on the green's. It is the hosts responsibility to ensure those with children are aware of these conditions.

## Decorations & Cleaning

General cleaning of the room is included in the cost of your function. If however, cleaning requirements are deemed to be excessive, or any specialized cleaning is required, additional charges will be incurred. You are welcome to decorate for your function but please check with function coordinator before attaching any materials to walls or other surfaces. We do not provide any decorations but can recommend decorators and hire companies.

## Table Cloths

White linen table cloths are provided free of charge if a sit down menu has been selected. For finger food or non-catered functions table cloths can be provided for an additional charge.

## Projector and Screen

We have a projector and screen which can be hired for use for a small fee. Please note there is no audio attached the projector. Mac computers have been known to have issues playing through our system. It is preferred that if you are wanting to hire the projector for your function that you come in and test the compatibility prior to your function.

## Music

We have a portable speaker system that can be hired for a small fee. This uses Bluetooth, usb or cd. We can also recommend bands or professional dj's.

## Timeframe

As each function is different our function coordinator will discuss with you a suitable timeframe for your event.

## Special diets

We take all care to ensure that all special dietary requirements are met. Please fill out the attached form if you or any guest have any known allergies.

## Cake

We are happy to cut your cake and place on a table for no additional charge. If however you would like it plated and served as dessert charges will apply.

## Beverages

No BYO is permitted. Bar tabs can be set up to suit your requests and budget.

## Accommodation

There are several options located nearby, with the closest motel a 5 minute walk from our venue.

# Finger Food Menu Inclusions

Cake table + Gift table

Use of microphone + lectern for speeches

White linen tablecloth on finger food, cake  
and gift table only

Please note that we make the cold platters  
to pre order only.

Extra hot finger food can be ordered during  
the function.

## *Cold Finger Food Platters*

\$50 Sandwich platter - 10 sandwiches (40 x 1/4's)

\$60 Cheese platter - selection of cheeses, dried fruit + crackers

\$50 Fruit platter - selection of fresh, seasonal fruit

\$60 Cake + Slice platter - selection of cakes + slices

## *Hot Finger Food Platters*

\$50 platter - 48 pieces (3 choices from column A, 1 choice from column B)

\$70 platter - 72 pieces (4 choices from column A, 2 choices from column B)

\$100 platter - 100 pieces (4 choices from column A, 4 choices from column B)

### *Column A*

Tempura fish cocktails

Crumbed calamari rings

Tempura chicken crackles

Salt & pepper calamari

Cocktail sausage rolls

Cocktail samosas

### *Column B*

Vegetable spring rolls

Satay chicken skewers

Prawn twisters

Mixed variety party pies

Mixed variety mini quiche

Mixed variety mini pizzas

*Tea + Coffee Station continuous (30 + people) - \$100*

*Tea + Coffee per cup - \$4 per person*

*Tea, Coffee + Biscuits - \$6 per person*

All prices include GST

Prices subject to change without notice.

10% surcharge is applicable on Sundays

15% surcharge is applicable on public holidays



# Function Booking Agreement

A signed copy of this agreement is required on confirmation of the booking. On behalf of all parties the undersigned agrees to all terms and conditions contained within this function booking agreement.

**I have read and accept the conditions stated in this Agreement,**

Date of Function.....Time of function.....

Type of Function..... Number of people.....

Name/s.....

Address.....

Email.....

Mobile Number.....

Signature..... Date.....

Deposit paid.....(this will be charged as room hire fee) Via: Cash / EFT / Direct Deposit

Booked by.....(Office use)

## Credit Card Details

The following must be completed and held on file prior to all functions taking place.

## Credit Card Authority

This completed and signed form serves as authorisation for the Tamworth Golf Club to debit the credit card number provided in this form.

I hereby authorise the following credit card to be held as security for this event and acknowledge that this credit card may be charged for any outstanding money owing after the event for items including but not limited to: incidentals, additional food and beverage, breakages and damages.

Card Type: Visa / Mastercard

Cardholder Name..... Signature..... Date.....

Card Number..... Expiry Date..... Security.....

*Please note that while other methods of payment are accepted; a credit card must be provided as security before any functions take place.*

## In the event of a refund:

BSB ..... Account Name.....

Account Number.....

All refunds will be made into the nominated account within 7 days of the function being held.

## Please note refund conditions: *Cancellations / Refunds*

In the event that you need to cancel your function a minimum of 3 months written notice must be given with confirmation of this being received. If cancellation occurs before the 3 month period than a full refund will be given. If cancellation occurs within the 3 months the deposit will be forfeited. Any other payments made will be fully refunded unless cancellation occurs less than 14 days prior to function.

How did you hear about us? Website  Google  Search Engine  Personal  Referral  Wedding  Expo  Attended a previous function  Other

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## Client Food Allergy Waiver Form

This is a statement in which you are informed of a specific risk attached to you whilst attending a function at the Tamworth Golf Club. You have advised us that you have an allergy to certain food.

**Allergy/Intolerance** \_\_\_\_\_

We wish to advise you that because of the methods in which foods are cooked we cannot guarantee that traces of the food you are allergic are not present in the food you are served.

Food Allergies and Allergies Notification, Acknowledgment, and Release of Liability An environment free of allergens, including but not limited to food allergens, CANNOT be guaranteed at Tamworth Golf Club. While reasonable efforts will be made to serve food not containing allergens as an ingredient, Tamworth Golf Club prepares meals in a facility that uses nuts, soy, wheat, and other known allergens. Therefore, the Released Parties cannot guarantee that any particular food product is free of all traces of any particular allergen, that consumption of a food product will not result in some form of allergic reaction, or that the Participant will not come into contact with any allergens while at Tamworth Golf Club.

Clearly if this presents medical issues for yourself, then you need to be aware and make an informed decision on whether to host your function or not.

### Exclusion of Liability

Tamworth Golf Club cannot accept responsibility for any injury, illness, death or other loss suffered or caused by you resulting from any food eaten at your function.

By eating the food served at Tamworth Golf Club then you accept that this is entirely at your own risk.

I acknowledge receipt of this statement and confirm that I have read and understood all terms before signing.

\_\_\_\_\_

**Customer Name**

\_\_\_\_\_

**Customer Signature**

\_\_\_\_\_

**Date**

Alternately I certify that to the best of my knowledge that I do not know of any guests with allergies

