

CLARE GOLF CLUB INC.

Links Function Room Hire Application Form

The Clare Golf Club **Links Function Room** is an ideal choice for wedding receptions, 21st Birthdays, conferences or any other function. We offer a picturesque view with an extensive balcony and indoor seating for 150 (on large round tables each suitable for 10 persons).

Please tick your requirement from the following schedule;

	<u>Hire fee</u>	<u>Deposit</u>	<u>Balance</u>
<input type="checkbox"/> Short Term Hire (up to 3 hours)	\$220	(Payment in full on booking)	-
<input type="checkbox"/> Full Day Hire incl. kitchen	\$350	\$150	\$200 (1 week prior to event)
<input type="checkbox"/> Wedding function	\$550*	(Payment in full on booking)	Bar bill and breakages

*This fee includes the following;

- **Prior day setup**
- **Tables (round for guests and rectangular for Bridal party with insert, cloth and tulle)**
- **White tablecloths** (including dry cleaning after the event)
- **Padded chairs, crockery, cutlery and glasses**
- **Small cake table with white tablecloth and tulle skirt**

Catering can be arranged with our preferred caterer, or if you choose another caterer, a fee of \$550 is payable for kitchen hire.

Catering costs are to be paid 1 week prior to the event (see menu portfolio enclosed).

Beverage costs and breakages are payable immediately after the event.

Please read the Terms and Conditions overleaf and complete the below details;

1. Day of Function: (please circle) Sun M T W Th F Sat
 2. Date of Function: ___ / ___ / ___
 3. Time of Function: ___ to ___ (am / pm)
 4. Name of Applicant / Hirer: (surname) _____ (first) _____
or, name of organisation: _____
Contact name for organisation: _____
 5. Postal Address: _____ (postcode) _____
 6. Phone: _____ Fax: _____ email: _____
 7. Function Type _____ **Hire Fee** \$
 8. Number Attending: ___
 9. Please specify any special requirements _____ \$
 10. Is Catering Required? (please circle) YES NO
 11. Are Beverages Required? (please circle) YES NO (Corkage \$7 per bottle)
 (please tick) Bar service only Bar service and BYO wine
 12. Clean – up arrangements: Applicant to do Clare Golf Club to do (\$100) \$
- I have read and agree to the Terms and Conditions overleaf for the hire of the Links Function Room***
Name of Applicant / Hirer _____

Signature of Applicant / Hirer _____ ***Date*** ___ / ___ / ___

Office use only

Fees Payable \$
Less Deposit Paid \$
Balance Payable \$
(Plus bar bill and breakages)

Date received ___ / ___ / ___ Date available? YES NO Applicant advised ___ / ___ / ___ (form copied and posted)

CLARE GOLF CLUB INC.

TERMS AND CONDITIONS FOR THE HIRE OF THE LINKS FUNCTION ROOM

Beverages

All beverages are to be purchased from the Bar and consumed on the premises. Under the terms of the Club's liquor licence, the only exception to this provision is for BYO wine only.

A corkage fee is applicable for all BYO wine (as indicated on the Application Form).

The Club suggests that a limit be set before the function and monitored by the bar staff and when the limit is reached, the Applicant will have the option to close or extend to an extended limit.

Please refer to the enclosed Wine List and Clubhouse Functions Beverage Price List.

Bookings

Applicants are required to complete the Links Function Room Hire Application Form and pay the applicable deposit as confirmation of the booking.

Tentative bookings must be confirmed in writing within 14 days and the *deposit is not refundable if cancellation is made within 6 months of the proposed function date.*

In the event of there being more than 1 application for a particular date and prior to any confirmation of booking, the successful applicant will be at the discretion of the Club.

Car parking

Car parking is restricted to the Club's car park only.

Catering

Catering is by arrangement with the Club's preferred caterer, Carol's Homestead Café (see Menu portfolio enclosed).

If you choose your own caterer, a letter is to be addressed to the Committee of the Clare Golf Club for consideration and if approved, a kitchen hire fee is applicable as per the fee specified in the Application Form.

Cleaning

If the Applicant has indicated on the Application Form that they will be responsible for the clean up of the Function Room, it must be completed **no later than 9am the following day.**

Compliance

The Applicant will ensure that nothing that is permitted is disorderly or unlawful in connection with the use of the Function Room. The Clare Golf Club reserves the right to exclude or eject any person.

Confirmation of attendees and payment of function

Applicants are to confirm the number of attendees and payment of hire and catering charges 5 clear working days prior to the function.

Beverage charges are to be paid in full prior to vacating the premises at the conclusion of the function.

Damages

Any breakages or damage to the property of the Clare Golf Club either by the Applicant or the Applicant's guests will be the responsibility of the Applicant who will reimburse the Clare Golf Club for all costs incurred.

The Clare Golf Club does not accept responsibility for any damage to, or loss of, any of the Applicant's or their guests' property left on the premises prior to, during or after a function.

Decorations

We welcome decorations, but they must not be attached to ceilings, walls or Club Honour Boards.

All decorations are to be removed by 9am the following day or earlier if directed to by the Club due to another function.

Insurance

The Applicant (if an incorporated body) must have a public liability policy noted, endorsing the Function Room's interest in the function.

The Applicant should have their own insurance for any items of value brought into the Function Room.

Licensing

The Club's Licence allows for 150 attendees (seated) or 400 (standing).

The Club has a responsible service of alcohol policy and has the right to refuse service at all times.

The Applicant is not to provide or sell liquor, nor is it to be taken from the premises during the function.

The Applicant or their guests are not permitted to bring alcohol onto the premises and no person under the age of 18 years is to be served or allowed to consume alcohol on the premises.

All functions must conclude no later than 1am and guests are to off the premises by 1.15am

Last drinks will be served at the bar at 12 midnight.

Other Matters

The Applicant is also responsible for the following;

- Provide the backdrop behind the bridal table, flowers and decorations.
- Seating plan, table decorations, serviettes, menus, name cards, table numbers, and cake knife.
- Surplus chairs are to be placed around the walls and not stacked.
- Music
- Candles are only allowed if surrounded by glass, but candelabras and candle holders cannot contain lit candles (Sorry, but we've had too many tablecloths burnt and marked by wax).

All Prices include GST and are subject to change