



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):

Contact name:

Contact Phone:

Contact Email:

Company (if applicable):

Function name (for signage):

Room(s) Selected:

Room Set Up (eg: Theatre style):

Function Commencement Time:

Function Conclusion Time:

Estimated Numbers:

Equipment Required:.....

Catering Required (eg: 2 course meal, canapes):



TENTATIVE BOOKINGS

All tentative bookings will be held for a period of **14 calendar days** from the date of your inquiry. If the booking has not been confirmed within this time frame, then the tentative booking will be automatically cancelled. To confirm the tentative booking, the deposit must be paid in full with the terms and conditions completed and returned to the Functions Manager. Duntryleague reserves the right to take a confirmed booking for the date in question if the person who made the tentative booking is unable to be contacted for consultation within this time.

CONFIRMATION OF BOOKING

A deposit is to be made to confirm your booking date, which will be deducted from the final invoice. A signed copy of this document with credit card details is required along with the deposit to secure the booking. Please speak with the Functions Manager to confirm the amount required for the deposit for your function.

FINAL GUEST NUMBERS

An indication of guest numbers is required **14 calendar days** prior to the function with the final guest number to be provided **7 calendar days** prior to the function.

Failure to provide final numbers **7 calendar days** to the function, will revert to last numbers given (two weeks prior). This final number can not be reduced, and you will be charged on your numbers provided **7 calendar days** prior to the function. Increases in final numbers may only take place after this time with the approval of the Functions Manager and head chef. Once your final numbers have been provided, your final invoice will be generated and sent to you for payment.

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.



PAYMENTS

Full payment for the function must be paid no later than 2 **working days** prior to the function. Final payment for the bar tab or any outstanding payments after the function must be settled on the night of the function, unless arranged differently with the Functions Manager.

If you default in making payment, the outstanding amount will be deducted from the designated credit card provided within this document.

Acceptable Payment Methods

- **Credit Card:** Visa, MasterCard, and American Express – available at Duntryleague Reception
- **Eftpos:** Available at Duntryleague Reception
- **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.
- **Direct Debit:** Please see your invoice for instructions on how to pay by direct debit
- **Cash:** Available at Duntryleague Reception

CATERING & BEVERAGES

All menu and beverage selections must be finalised a minimum of **14 calendar days** prior to the function. Special dietary requirements are also required **14 calendar days** prior. As Duntryleague sources local wines, they are subject to availability. You will be informed if the wine is not available, and advised to choose a different option.

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.

Any un-consumed goods will remain the property of Duntryleague at the cessation of the event (excluding celebratory cakes).

Duntryleague staff are not permitted to serve alcohol to minors or intoxicated persons under the NSW Liquor Act.

NO food or beverages are to be brought onto the premises of Duntryleague by function organisers or their guests (with the exception of celebratory cakes).



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.

SET UP & DECORATIONS

Confetti, sprinkles, star/glitter or similar items are strictly not permitted inside or outside Duntryleague. If you choose to provide your own chair covers or sashes, they are required to be removed at the conclusion of your event. If they are not removed by the conclusion of the function, a \$100 surcharge will be charged for the staff to remove them on your behalf. If the staff are required to also remove decorations a surcharge will be charged accordingly.

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.

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 wedding. We recommend that organisers take out their own insurance to cover valuables whilst on site.

Duntryleague reserves the right to charge a surcharge for any additional cleaning services if required as a result from the function.

No items are to be attached, pinned, stapled or glued to the wall surfaces within Duntryleague and the use of velcro, staples 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.



CANCELLATION BY DUNTRYLEAGUE

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

CANCELLATION BY CLIENT

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

- Notification of cancellation of a booking with **more than 30 days** notice will result in a full refund of your deposit
- Notification of cancellation of a booking with **more than 14 calendar days** notice, but **less than 30 calendar days** notice will result in a 50% refund of your deposit
- Notification of cancellation of a booking with **less than 14 calendar days** notice will result in the forfeit of your deposit entirely
- Notification of cancellation of a booking with **less than 5 calendar days** notice will result in the client being charged all out-of-pocket expenses incurred by Duntryleague in preparation of your event, including catering costs

All cancellations must be notified to Duntryleague in writing, with the date of cancellation and the date of the received written notification.

DRESS REGULATIONS

To maintain the high standard enjoyed in our club we request the dress rules to be abided by. The following is not permitted in Duntryleague at any time:

- | | |
|----------------------------------|-------------------------|
| - Football shorts or jumpers | - Singlet's or T-shirts |
| - Tracksuits or training apparel | - Men's hats or caps |
| - Untidy dress | - Bike shorts |
| - Bare feet | - Swim wear or leotards |
| - Thongs or ugg boots | - Overalls |

Appearance must be clean at all times. Obscene or offensive language or clothing will not be tolerated. Managements decision is final in all matters relating to dress and behavior.



CREDIT CARD AUTHORISATION

As a condition of booking your function at Duntryleague, we require your credit card details as a security measure. If payment is not made **5 calendar days** after the date of your function, the amount owing will be deducted from the credit card provided.

If there are any damages to Duntryleague' s property, carpet, fixtures or fittings, which has been outlined by the Functions Manager and have not been paid **5 calendar days** after the date of your function, then the amount owing for the repair of the damages will be deducted from the nominated credit card.

Name of cardholder:.....

Type of card:.....

Credit card number:.....

Expiry date:.....

Credit Card Authorisation Number (3 digits on back of card):

Card holders Signature:.....

I authorise Duntryleague to debit any outstanding amount of money or incidental costs relating to the function if not paid within **5 calendar days** post function:

Signature:.....

Please note:

No money will be deducted from the nominated credit card, unless stated below. If you would like for the deposit to be deducted from the nominated card, please fill in the below:

I authorise for the amount of \$_____ to be deducted from the credit card to pay the deposit for my function.

DUNTRYLEAGUE

golf club | guesthouse | function centre

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:

SIGNATURE:

DATE: