
TERMS & CONDITIONS

The Wembley golf Course Team are delighted to assist you with your booking at our venue. To ensure your event meets the highest standard please read the following terms & conditions.

1. Bookings will be considered tentative pending receipt of a deposit and will be held without obligation for a period of **7 days**. Wembley Golf Course reserves the right to cancel any unconfirmed booking without notice and reallocate the date to other enquiries.
2. Confirmation of a **booking occurs on receipt of a \$1,000 deposit** payment and a signed function planner. Payment of your deposit is acceptance of these terms & conditions.
3. Guaranteed **minimum numbers must be received 1 week** (7 days) before the function. Numbers may increase up to 10% prior to the day of the event, but must be confirmed verbally. Acceptance of extra numbers is dependent on availability of space and as solely at the discretion of your function coordinator.
4. At least 2 weeks prior to your function, we require confirmation of final arrangements of menus & beverage requirements. Please advise any vegetarian or special dietary needs at this time.
5. Full payment is required seven clear working days prior to your event. Payment by EFT, cash, company cheque or credit card is accepted.
6. **All credit card payments will incur a surcharge of 3%**. AMEX incurs a surcharge of 5%.
7. Room hire fees apply to all of our private function rooms. Included in your room hire is the cost of room set up, cleaning, white linen tablecloths & serviettes & the service equipment needed to provide your choice of food & beverages.
8. No food or beverages of any kind will be permitted to be brought in for consumption at the function by the Organiser or Guests.
9. Functions with 50 or less guests may incur a staff charge, please speak to your function coordinator about current staff charge rates.
10. Wembley Golf Course reserves the right to increase the package prices at any time without prior notification.
11. Functions held on Saturday's and Sunday's will incur a surcharge of 5% on the total cost of food and beverage. Functions held on Public Holidays will incur a 15% surcharge on food and beverage.
12. **Cancellations:** If a function is cancelled within 7 days of the function date (written notice is required) Wembley Golf Course reserve the right to charge 10% of the estimated value of the function. If further clarification is required please see the function coordinator.
13. Deposits will only be refunded if six (6) months notice of cancellation is received or a replacement function is booked or at the discretion of the general manager.
14. Wembley Golf Course would be pleased to assist with obtaining quotes for all of your hire equipment, entertainment and decoration requirements & the costs would be added to your final account.
15. Please note that no items are to be nailed, screwed, stapled, or adhered to any surfaces in the venue.
16. Wembley Golf Course's liquor license does not allow any form of alcohol to be brought or removed from the venue. The course itself is not licensed for the consumption of alcohol, this can be arranged by lodging an Extended Trading Permit (ETP) with the department of Liquor & Gaming, at a cost of \$70.00, no less than 21 days prior to the event.
17. Wembley Golf Course operates under the principles of the Responsible Service of Alcohol. Staff are instructed not to serve any alcoholic beverages to guests under the age of eighteen (18) years, or guests in a state of intoxication. Wembley Golf Course reserves the right to exclude persons, without liability, from an event.



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18. Certain functions may require security personnel to be in attendance. Wembley Management reserves the right to apply this condition as seen fit. The cost of security personnel will be the responsibility of the function Organiser.
19. Organisers are financially responsible for any damage sustained to the function centre and / or surrounding grounds by the Organiser, Guests, Invitees or other persons attending the function whether in the room or any other part of the function venue. This includes any defaced or destroyed linen found after the function.
20. General cleaning is included in the cost of the function. The Organiser may incur additional charges in the instance where an event has created cleaning requirements that are considered, in the opinion of Wembley Golf Course, over or above normal cleaning requirements.
21. Wembley Golf Course does not accept responsibility for damage or loss of any goods left at the venue prior to or after a function.
22. In the event that the venue cannot be made available to the Organiser on the date (s) for which it has been booked for reasons of fire, flood, damage, industrial dispute, or another reason, the management of Wembley Golf Course shall not be liable for any loss, damage or injury whatsoever suffered by the client as the result of the unavailability of the venue.

Company Name: _____

Event Organizer Name: _____

Function Date: _____

Accept terms and conditions (signature): _____

