



# Booking Form 2011

## *Federal Golf Club – Event Booking Sheet*

**Details:**

Name of person making booking: \_\_\_\_\_

Event: \_\_\_\_\_

Contact on the day: \_\_\_\_\_

Telephone no: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_

Invoice to be sent to:  
(Email/ address)

**Event Details:**

Date of function: \_\_\_\_\_ Number of people: \_\_\_\_\_

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*Information below can be confirmed two weeks prior to event*

Menu Options selected: \_\_\_\_\_

**Agenda:**

Timings:

Dietary Requirements/Vegetarians: \_\_\_\_\_

*This information is provided to Federal Golf Club for the exclusive use of organising and running the function. The Club may use the above information provided, for its own in house marketing purposes (delete if you don't agree). The acceptance of this booking is at Federal Golf Club's discretion and is subject to agreement to the terms and conditions on page 2.*

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Office Use Only Date:

Receipt No:

Amount Paid:



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## *General Terms and Conditions Function Bookings*

1. Final numbers attending the function are required at least 3 working days (72 hours) prior to the event. We do not accept a reduction in numbers after this period.
2. The organisation / person making the booking are financially liable for any damages / theft sustained to the Club or course during or immediately after the function.
3. The Club does not accept any responsibility for damage or loss of merchandise left in the Club before, during or after the function.
4. Guests cannot use the golf facilities unless prior arrangements have been made with the Club.
5. A non-refundable deposit of \$300 & completion of booking form is necessary to confirm the booking, unless otherwise agreed between yourself & the club. *Tentative bookings will not be taken.*
6. The club will charge the cost of the room hire if a booking is cancelled within 1 month of the event. Other costs may apply if cancellation occurs.
7. **All invoices must be settled within 14 days of issue. Payments after 14 days will attract 10% surcharge.**
8. All prices are based on current costs and may be subject to change prior to the function.
9. All dinner functions should end at 12am. Should the function finish after 12am, Federal Golf Club reserves the right to charge \$300 for every hour, or part thereof, past 12am, unless previously negotiated with Club prior to the event. (See point 15)
10. **\*All packages which include the use of a contractor (i.e Decorator or DJ) are subject to the terms and conditions of the contractor. Federal Golf Club takes no responsibility for the contractors or their products and services. You are the client in regards to the contractors, not Federal Golf Club, and are therefore responsible for any damage or loss of product.**
11. **\*Package is dependent on contractors availability**
12. All decorations (primarily wedding functions) must be removed immediately after the function and/or prior to 10am the following day (At the club's discretion).
13. Any function held on a public holiday or a Sunday will be subject to a 25% surcharge
14. All wedding ceremonies held on the grounds of the golf course will incur a \$300 surcharge
13. **All guests must abide by the Club dress regulations. The Club excludes sneakers, non-tailored shorts & T-shirts without collars. Federal Golf Club reserves the right to refuse entry to any guest who is not appropriately dressed.**
14. **To enable the club to conform with regulations, we require that function organisers provide the club with a guest list prior to the function.**
15. **Unless prior arrangement has been made, time references will be strictly adhered to. (See point 9)**

I \_\_\_\_\_ have read and agree to the above terms and conditions.  
Name

Signature: \_\_\_\_\_ Date: \_\_\_\_\_