

Booking Form

(Excluding Weddings)

Details:

Name of person making booking: _____

Telephone No: : _____

Event Name: _____

E-mail address: _____

Postal address: _____

Invoice to be sent to:
(Email/ address) _____

Contact on the day: _____

Telephone no: _____

Event Details:

Date of function: _____ Number of people: _____

Start Time: _____ Finish Time: _____

Type of Function: _____

Information below can be confirmed two weeks prior to event

Catering Required:

Room Requirements:

Dietary Requirements:

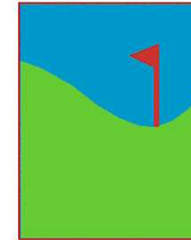
Run Times:

*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.*

Office Use Only Date: _____

Receipt No: _____

Amount Paid: _____



THE
Federal
GOLF CLUB
CANBERRA

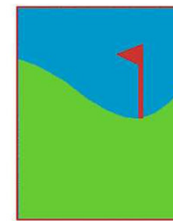
Terms and Conditions (Excluding Weddings)

- Final numbers attending the function are required at least 4 working days prior to the event. We do not accept a reduction in numbers after this period.
- 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.
- The Club does not accept any responsibility for damage or loss of merchandise left in the Club before, during or after the function.
- Guests cannot use the golf facilities unless prior arrangements have been made with the Club.
- 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.
- 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.
- **All invoices must be settled within 14 days of issue. Payments after 14 days will attract a 10% surcharge.**
- **INVOICES ARRANGED TO BE PAID ON OR BEFORE THE EVENT WILL ATTRACT A 3% DISCOUNT**
- All prices are based on current costs and may be subject to change prior to the function.
- All dinner functions should conclude at 12am. Should the function finish after 12am, Federal Golf Club reserves the right to charge \$500 for every hour, or part thereof, past 12am, unless previously negotiated with Club prior to the event. (See point 15)
- All decorations/ signage/ equipment must be removed immediately after the function and/or prior to 10am the following day (At the club's discretion).
- Any function held on a public holiday or a Sunday will be subject to a 25% surcharge
- **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.**
- **To enable the club to conform with regulations, we require that function organisers provide the club with a guest list prior to the function. All guests must sign into the club on arrival.**

I _____ have read and agree to the above terms and conditions.

Name

Signature: _____ Date: _____



THE Federal
GOLF CLUB
CANBERRA