

WAKEHURST GOLF CLUB and FLAVOUR BUDS PTY LTD

TERMS AND CONDITIONS FOR FUNCTIONS

General

1. **The signing and return of the attached Function Agreement will confirm your booking.**
2. The signing of the Function Agreement also guarantees payment to the Club and Caterer for the minimum number of people as stated in this Agreement.
3. Evening functions generally commence at 7.30pm. (Members are allowed in the clubhouse until this time.)
4. Maximum number of guests for sit down meal and dance floor -
180 for whole clubhouse or
96 for half the clubhouse without the dancefloor
5. Decorations for the function e.g. balloons or signs may be left in the boardroom from noon on the day of your function and placed in the clubhouse from 6.30 pm
6. An additional cleaning cost applies if table confetti e.g. glitter/sparkles are used –
Up to 5 tables \$30
6 or more tables \$50
7. Our Function Manager can cater for special requirements e.g. birthday cake, disco or band if advised at least four weeks prior to the function.
8. Generally, no function bookings available on Friday evenings.
9. In some circumstances, a refundable bond may be required by Wakehurst Golf Club.

Room Hire

1. A room hire fee applies for evenings and if exclusive use is required for half the clubhouse during the day -
\$250 including GST for up to 75 people or
\$400 including GST for over 75 people
Golfing members are required to pay 50% of the applicable room hire fee.
2. The **room hire fee MUST BE PAID IMMEDIATELY** to confirm your booking (see attached invoice). If the room hire fee is not paid within two weeks of making a booking, the function will be cancelled.
3. EFTPOS facilities available (except American Express and Diners Club) during office hours only.

4. The room hire fee is non-refundable if cancellation occurs - six weeks prior to a Saturday evening or four weeks prior to a luncheon or mid week evening.
5. If your function extends past midnight an extra charge applies per hour or part thereof \$150 per hour including GST for up to 75 people or \$250 per hour including GST for over 75 people.

Catering

1. All food must be purchased from the caterer.
2. Catering requirements and table arrangements to be discussed with our Function Manager, Katja Wong at least four weeks prior to the function.
3. A **deposit of 50% of the catering account is payable four weeks prior to the function** for the minimum number stated on the Function Agreement or on booking if less than four weeks in advance. Cheque to be made payable to Flavour Buds Pty Ltd. or into the bank account: Flavour Buds Pty Ltd. ANZ BSB # 0122 243 Acct # 228 095 165. This payment is regarded as the bond for the function.
4. The function holder is liable to pay for the minimum number of people stated on the Function Agreement.
5. The balance of the catering account must be paid at the end of the function by cash, Cheque or EFTPOS. A surcharge of 1 % applies to Visa and Mastercard credit or debit cards.
6. There is a minimum food charge of \$19.50 p.p. for evening functions. **All attending guests** of your function will be charged according to your menu choice.
7. For evening functions, there is a minimum charge for 40 people except for December when the minimum charge is for 60 people.
8. 50% of food cost will be charged if a function is cancelled 1 week prior.
75% of food cost will be charged if a function is cancelled 3 days prior to the event.

Bar

1. All drinks must be purchased from the clubhouse bar.
2. Liquor requirements to be discussed with our Bar Manager, Craig Warren no later than three weeks prior to the function.
3. Last drinks called at 11:45 pm unless extra time previously arranged.
4. The bar account must be paid at the end of the function by cash or cheque. Cheque to be made payable to Wakehurst Golf Club. A surcharge of 1 % applies to Visa and Mastercard.