



Functions Terms and Conditions

The Cottesloe Golf Club team are delighted that you are interested in holding your function at our venue. To ensure that your event meets the highest standard, please read the following Terms and Conditions carefully.

Bookings

All functions require a Cottesloe Golf Club member as an introducer in order to book a function. Please chat to our Functions Manager if you do not have an introducer and we can make other arrangements.

Tentative Bookings

Upon return of the signed Terms and Conditions and booking form, a provisional booking will be held on the Club event planner on the requested date and will be held without obligation for 7 days. The Club reserves the right to cancel an unconfirmed booking without notice and reallocate the date to other enquires.

Confirmation of Booking

Confirmation of a booking occurs on receipt of payment of \$500 along with a copy of the signed Terms and Conditions document.

Payment

Deposit payment is acceptance of these Terms and Conditions.

The following are the payment options available:

- Cash
- Electronic funds transfer
- Credit cards (only Visa and MasterCard are accepted)

Details for Bank Transfer:

Account Name: Cottesloe Golf Club
BSB Number: 066 168 | Account Number: 1026 5321

Once final invoice/statement presented to the client, it must be settled not more than seven days from the date of final invoice/statement.

Cancellations

Should your confirmed booking be cancelled within 28 days prior to function date, your deposit will be refunded. Should the cancellation be outside of the 28 day period, your deposit is **non-refundable**. If your cancellation is within 14 days of your event date, full payment will be required.

Sundays & Public Holidays

Functions conducted on Public Holidays will be subject to a surcharge of 10%.

Menu Confirmation & Final Catering Numbers

- Functions with less than 30 guests may attract a surcharge to cover set costs
- At least 14 days prior to your function CGC requires confirmation of final menu arrangements and beverage requirements. Please advise any special dietary needs
- Final number of guests attending is due one week prior to the event. This will be the minimum number charged, regardless of how many guests attend the function.
- Minimal increases may be accepted after this date.



Property

- Whilst every care is taken with guests' property, the Club, its management and employees do not accept responsibility for damage to or loss of any clients property left on the premise, prior to, during, and after a function (inclusive hire equipment/goods).
- 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 CGC management over or above normal cleaning requirements. Any charges for damage to linen will be passed onto the client.
- No items are to be nailed, screwed, stapled or adhered to any surfaces in the venue.
- The signatory of the Terms and Conditions is financially responsible for any damage sustained to the Club and/or surrounding grounds by the organiser, organiser guests, invitees and outside contractors attending the function whether in the room or any other part of the Club premises.

Sub Hiring of Services & Deliveries

- The Club must be informed of any sub-hiring of services prior to the event, (DJ, photographers, performers etc.). The Club reserves the right to refuse admittance to those who are deemed not suitable.
- Any items delivered for the event must be clearly labelled with the date and name of the event. If you have hired workers on your function day requiring meals, please inform us of their requirements and include them in your final numbers.

Responsible Service of Alcohol (RSA)

All alcohol including alcohol as gifts and outside catering are not permitted to be brought onto the premise. As a responsible hospitality service provider, the Club operates under the principles of the RSA guidelines, CGC staff are instructed not to serve any alcoholic beverages to guests under the age of eighteen years, or guests in a state of intoxication and/or abusive guests. CGC reserves the right to exclude persons without liability from an event. Any guests who provide an intoxicated guest with alcohol after they have refused service will also be refused service and asked to vacate the premises.

Speeches

We reserve the right to serve the dishes if your speeches run over five minutes from the pre-arranged time.

Decorations

Confetti and party poppers, candles, streamers and the like, including smoke machines and bubble machines are not permitted

Cakes

Wedding/Birthday cakes are the only food items the function organiser may supply. Cakes can be cut and served with side plates, forks and napkins at a cost of \$1.50pp.

Other

The Club reserves the right to reassign the function to another room and/or area if the booked space is not considered suitable due to guest numbers changing significantly extreme weather conditions or Club maintenance issues which may arise and are out of management control.



Dress Code & Club Regulations

All Visitors are urged to dress in good taste at all times and so maintain the dignity of the game of golf and Club standards.

On Course, Practice Tee and Surrounds – Dress Code

- All Golf attire should be neat and tidy
- Golf shirts with fold down collars and must be tucked in
- Tailored shorts and skirts should be of reasonable length (above the knee)
- Regulation golf shoes with non-metal spikes

Clubhouse Dress Code – Clubhouse

- Please refer to the on course dress requirements however street shoes necessary at all times, Lounge (After 4p.m.)
- Tailored slacks or trousers must be worn
- Button through shirts with long or tailored short sleeves (no golf shirts) which must be tucked in unless designed to be worn out
- Tailored jackets and coats are optional however jackets with zip fronts and weather proof jackets and vests are not permitted

The following items are NOT permitted on the Course and in the Clubhouse

- Denim Jeans, trousers, shorts or coats or trousers that resemble jeans
- Shirts without a fold down collar or with bold and obvious logos and advertising, singlet's and t-shirts
- Short/brief shorts or skirts, drawstring or cord waisted
- Tracksuits, leisure suits or leggings
- Sandals, athletic or jogger style shoes, shoes without socks, shoes that may damage to the course

On Course Best Practice

It is expected of all players familiarize themselves with best practice of course preservation, it is expected without exception that players repair all pitch marks and divots they create players not fulfilling these obligations will be asked to leave the course.

Mobile Phones

Phones must be on silent mode at all times. Calls cannot be taken on course at any time during play, or around the Clubhouse, with the following exception:

- In the case of an emergency
- In the carpark and loading area
- On the landing area in between the washrooms and Dining room.
- In the BBQ area on the balcony

*Phone can be used for all other purposes other than calls.

Pro Shop

Hire Equipment: The Cottesloe Golf Club has limited hire equipment for guests without golf clubs. Please contact the Pro Shop for further details two weeks prior to the event. The Cottesloe Golf Club does not have the ability to obtain additional hire equipment. Where possible guests should arrange their own equipment prior to joining the trade day.