



## Colac Golf Club Venue Hire Agreement

To confirm your booking with the Colac Golf Club, please complete, sign and return this hire agreement with the full required deposit or as otherwise stated in the terms and conditions or agreed to by Management. Agreements must be received by the Event Co-ordinator to ensure confirmation of venue hire.

To discuss hire requirements, a meeting with the Event Co-ordinator can be arranged at a time to suit both parties. Approximately two weeks prior to the proposed date, the Event co-ordinator will contact you to discuss any other requirements you may have.

### ***TERMS & CONDITIONS***

Colac Golf Club Management decisions are to be always adhered to, and these are final.

### ***Bookings***

Bookings will be held for 10 working days from the date of booking. Confirmation of the event requires a deposit of \$250 which will secure the event/set up and cleaning. The return of the Venue Hire Agreement is required at this time.

### ***Bond***

The Colac Golf Club Management request a further \$750 bond (total \$1000), for weddings, 18<sup>th</sup> & 21<sup>sts</sup>, to be paid 14 days prior to the event and will be reimbursed on the completion of an inspection and if all terms and conditions of the agreement are met.

Any damage will be assessed, and the cost of repair deducted from the bond. If damages exceed the amount of the bond, you will be invoiced for this additional amount also. Organisers are financially responsible for any damage sustained to the Club by the organiser, organiser's guests, invitees or other persons attending the function.

Our staff will take all necessary care in organising and storing of personal property but does not accept responsibility for damage or loss of client's property before, during or after the event.

### ***Signage/Decorations***

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or surface or any part of the building without Management's permission.

### ***Entertainment***

The Club reserves the right to control the quality and volume of all entertainment.

### **Smoking**

From 1 July 2006 new Government Smoking Legislation means the Colac Golf Club is a fully non-smoking venue. Outdoor smoking areas have been allocated for the comfort of our members and guests.

### **Catering**

All catering supplied by the Colac Golf Club or the caterer of your choice must operate within the boundaries of our Food Safety Program accreditation.

The kitchen will be left in a clean state for when you arrive. Caterers that have been arranged by the Function Organiser ("you") must leave the kitchen in a clean and tidy state upon completion of the function. You will be responsible for any cleaning or other charges applicable if these guidelines are not followed. If you wish, you can request that your caterer contact the Event Co-ordinator who will provide them with guidelines for the operation of our kitchen.

### **Prices**

Every endeavour is made to maintain prices as originally quoted to you however, they are subject to change particularly for bookings made for the following year. These changes are made at the discretion of Management, and we will notify you as soon as possible to advise you of the changes.

### **Bar**

A bar account to the amount of your choice may be set up to cover your chosen beverages. All beverages must be supplied by the Colac Golf Club. Please note the service or supplying of alcohol to minors is not permitted and carries large fines for those guests caught doing so. All guests under 18 years of age must have a parent or guardian with them while on Club premises. Colac Golf Club Management reserves the right to refuse service to underage or intoxicated persons. Colac Golf Club abides by its responsibilities to Responsible Service of Alcohol and other Liquor Licensing requirements at all times.

### **Linen**

A surcharge will be charged for table linen for all functions. All linen must be supplied through Colac Golf Club (i.e. tablecloths, seat covers etc) unless otherwise approved. Please ask the Events Co-ordinator for more information.

### **Payment**

Final confirmation of numbers and full payment is due seven (7) days prior to the function date unless other arrangements have been made. Event charges will be based on final numbers given and changes after this date will be at the discretion of Management.

### **Refund/Cancellations**

Three (3) months written notice of cancellation is required for full refund of deposit. No refund of deposit will be given for late cancellations.

### **Time**

Our venue is available:

Sunday – Thursday 8.30am – 11pm.

Friday – Saturday 8.30am – midnight.

Trading hours can be altered at the discretion of Management. Times quoted are subject to Government legislation changes and venue availability.

**GST**

All prices quoted are inclusive of Goods and Services Tax.

**Content**

If the Colac Golf Club has reason to believe that any event / function will affect the smooth running of the Club, its security or reputation, Management reserves the right to cancel the event / function at its discretion without notice or liability.

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**EVENT AGREEMENT & TERMS AND CONDITIONS**

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

Date of Function: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Contact Name: \_\_\_\_\_

Phone No: \_\_\_\_\_

Email \_\_\_\_\_

Address: \_\_\_\_\_

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**I have read and understood Colac Golf Club's event bookings terms and conditions**

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

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*Accepted by Colac Golf Club Management*

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

*NB: A copy of this agreement will be returned to you upon receipt by the Colac Golf Club.*

**Payment Method**

Direct Deposit: Colac Golf Club BSB 013 587 Account No.: 283161751

Please include YOUR name and event as reference when paying direct deposit e.g. T Smith wedding booking

Amount to be paid (minimum \$250.00) \$: \_\_\_\_\_

**Jeanette Welsh | Event Coordinator**

[functions@colacgolfclub.com](mailto:functions@colacgolfclub.com)

**0407 882 751**