



ABN: 79 951 167 455
Attamurra Road
PO Box 1027, Mount Gambier SA 5290
Phone (08) 87257739 Fax (08) 87259950

Mount Gambier Golf Club Inc. Venue Hire Agreement

Date of Agreement:

Parties involved in Venue Agreement:

- Mount Gambier Golf Club Inc., Attamurra Road, Mount Gambier SA 5290 (The Golf Club) and
- Client Name : (The Client)

This agreement allows the Client/s to hire the designated venue area for a specified time, whilst adhering to all terms and conditions of this contractual agreement as well as the normal operating conditions of the venue. The Client must pay all fees and charges relevant to the venue hire.

Schedule

Hire Charges

- Function Room & Kitchen Hire Charge: \$500 (outside Caterer)
- Function Room Hire Charge (using Club Chef): \$250
- Small Room Hire Charge for Conference \$200 (Day time)

Additional Costs

- Tablecloths \$10 per table if required

Terms and Conditions

Deposit - Payment of the deposit must be made within 7 days of a tentative booking. Once the deposit is paid the booking is confirmed and our cancellation policy then applies.

Cancellations - made over 45 days prior to the event will receive a full deposit refunded; between 45-30 days 50% of the deposit will be refunded. We regret to advise that we are unable to refund deposits for cancellations with less than 30 days notice.

Payment - of all venue costs must be made prior the event commencing. A drinks tab may be run for the duration of the event, but only if a valid credit card is held as a security bond. Any unpaid expenses remaining at the conclusion of the event will be charged to this credit card, unless by prior

arrangement with the venue management. These unpaid expenses include all unpaid food and beverage expense as well as other expenses considered in these terms and conditions.

Only beverages purchased from The Mount Gambier Golf Club Inc. are permitted to be consumed on the Clubs premises, including the golf course and surrounds, during the Client’s function. No BYO alcohol is allowed in the venue.

Music / Lighting / Sound - The Golf Club will require the client to enter into any hire agreement for the hire of AV Technical and Sound equipment directly with the hirer. The Golf Club will not be liable for any resulting damage either to or from the use of this equipment.

In accordance with Licensing Laws, it is required that all persons under the age of 18 unaccompanied by an adult will be required to vacate the premises by midnight. All guests will be subject to ID checks in accordance with The Golf Club’s usual policies and procedures, and The Golf Club reserves the right to refuse entry or remove guests who are minors consuming alcohol or supply or allot the supply of alcohol to minors. The Golf Club’s staff and guests must at all times adhere to the various liquor licensing laws that apply to the venue.

Decorations - are permitted for functions; the client must notify The Golf Club of the type and style of decorations to be used. No decorations are to be adhered to any walls or surfaces of the venue without the prior approval from management. All decorations are to be removed at the conclusion of the event, otherwise additional cleaning costs may apply. Confetti or rice is not allowed in the venue.

Setting Up of Tables – if Self Catering or Outside Caterers are to be utilised, you will be required to set up and supply; the table decorations, cutlery and table settings.

Cleaning - of the venue is included in the overall function package. Should the venue require cleaning that is deemed excessive, an additional charge will be charged to the client’s credit card. The Golf Club will charge cleaning charges for cleaning and removal of vomit, a minimum charge of \$50 will be payable for such cleaning. You will be provided with a copy of the Golf Club Kitchen requirements prior to the event. Please be advised if the kitchen is not left as requested, a cleaning fee of \$50 will be charged to the supplied credit card. A copy of the Kitchen requirements is attached to this document (Appendix 1) for your acknowledgement and agreement.

Any damage and / or excessive breakages that are deemed the responsibility of the Client or their guests will incur additional charges which will be charged to the client’s credit card. This includes damage to hired equipment. The Golf Club does not accept any responsibility to the damage or loss of client property left on the premises prior to, during or at the conclusion of the event.

Security – may be required for events with over 100 guests, and may be deemed essential for certain other functions. Security requirements are at the discretion of the venue management. All costs incurred in the hire of the Security will be paid by the client. Only accredited Security staff can be utilised.

Additional Venue Hire Agreement Information

(Only if applicable and by prior arrangement with The Golf Club management)

Alternative Payment arrangements

- Alternative payment arrangements can be arranged with approval from management.

Date(s) of payment(s) received	
Amount of each payment	

Credit Card Details

(This section of the Venue Hire Agreement will be destroyed for the Client's privacy and security at the conclusion of the event and payment of all costs.)

I agree to all additional charges or costs incurred for the hire of the Mount Gambier Golf Club Inc. Venue as outlined in this agreement, to be debited to my Credit Card.

Name on Card			
Card No.			
Card Type		Expiry Date	
Security No.		Signature	

Mount Gambier Golf Club

Kitchen Hire Checklist

To avoid a cleaning fee please utilise the below checklist for kitchen cleaning after event hire.

Wipe Benches	
Wipe Microwave	
Clean Grill	
Clean/Replace Oil	
Wipe front of benches/cupboards	
Turn all appliances off (Except Fridges)	
Bins Emptied	
Dishwasher Emptied & Cleaned	
Floors Swept	
Floors Mopped	
Benches Sanitised	

For accountability and potential forgotten items please leave your name and contact number

Name: _____

Contact Number: _____

Mount Gambier Golf Club

Venue Hire

The Golf Club can offer the following facilities.

- ✓ Comfortable seating for up to 140 people.
- ✓ Fully equipped kitchen.
- ✓ Licensed bar open until midnight.
- ✓ Dance floor.
- ✓ Microphone.
- ✓ Non-smoking venue.

We are available to cater for a variety of functions, including

- Weddings.
- Birthdays.
- Special dinners.
- Wakes.
- Fund-raising events.