



Eastwood Golf Club Booking Form

Name of booking: _____

Contact (full name) _____

Email _____

Contact phone _____ Occasion _____

Date required _____ Membership # _____

Address _____

Times required Start _____ Finish _____

Catering Option _____ Cost per person \$ _____

Optional Extras _____

Room Hire Dining Room - Member \$ _____

(5 hours) Dining Room - Guest (non member) \$ _____

Security \$60 pg/ph - allow 30 mins either side of function times \$ _____

Bookings are considered tentative until receipt of deposit and signed booking form is returned. Final numbers of attendance and catering are required **14 days** prior and final payment (excluding bar tab) must be confirmed and paid for in full, **14 days** prior to your function date.

These numbers will be considered as your minimum and are NOT subject to change. Requests for increasing numbers within a 72 hour period are subject to Eastwood Golf Club approval and may result in additional charges. Security is required for some events, refer to the Terms & Conditions overleaf.

I acknowledge and accept having read the terms and conditions and understand the information and have retained a copy of my information. I further comply with all aspects of such conditions on acceptance of this application form.

Signed _____ Date _____

A deposit is required to secure your booking and must accompany this form.

OFFICE USE ONLY

Invoiced _____

Date Paid _____

Receipt nr. _____

Eastwood Golf Club Terms & Conditions:



The following are the Terms & Conditions of hire pertaining to the hire of one of our function rooms and is a binding contract between Eastwood Golf Club and the Guest hosting the function. These Terms and Conditions cannot be changed unless agreed to by Management and Guest in writing. Note: It is Eastwood Golf Club policy that we will not permit 18th Birthday parties at this Club. **Hire is for a maximum period of 5 hours.**

Confirmation of Booking:

A booking fee will be required to secure your booking. This payment is required at time of booking. The Function booking form attached is required to be completed in full at this stage to secure your booking.

Cancellations:

In the event of the cancellation of your function the following will apply: *If cancellation is more than 30 days before the function date your room hire deposit will be refunded if we are able to re-book the function room on your function date. *If the function room cannot be re-booked your room hire deposit will be forfeited. *If cancellation of the function is 14 days or less before the function date your room hire deposit will be forfeited.

Function Details:

Our Function Manager is available 5 days a week by phone and to arrange appointments. You can contact the functions manager by email at functions@eastwoodgolf.com.au Weekend appointments may be available by request but must be pre-arranged with the Function Manager. The planning of the menu and service must be finalised a clear 14 days prior. Function organisers and their guests are not allowed to consume food or beverage other than those supplied by the Club. Access to the room booked will be no earlier than one hour prior to the event start time unless prior arrangements are made and confirmed.

Security:

It is at the Function Manager's discretion as to whether a security guard is required for functions. However, it is house policy here at Eastwood Golf Club that 2 security guards are necessary for all sporting functions and functions that have over 100 people in attendance with no exceptions. Security fee is \$120 per hour for 6 hour period for 5 hour functions Eastwood Golf Club also reserve the right to exclude, eject or refuse any guests attending the Club without Liability. Identification is required to be shown upon entry to functions. For events with 80 or less guests only 1 guard is required min 6 hours at \$60 per guard.

Final Numbers and Payment:

14 days prior to your function date you need to confirm your final numbers and menu selections along with the payment of the total menu cost for your function. Any menu change requests made with less than 7 days until your function date may not be able to be accommodated by our kitchen, however we will endeavour to help in the best way we can. Failure to comply with any of these requests may result in the termination of your function. Dietary requirements are required no later than 14 days prior to your function date. Public Holidays incur a 15% surcharge on food and room hire. Payment for function (excluding Bar tab) is required 7 days prior to your function, the form of payment is cash or credit card.

Property Damage:

The guest is responsible for any damage that may occur in relation to their function by all guests attending. In addition, the guest indemnifies Eastwood Golf Club against any claim for loss, damage or theft of any goods belonging to the guests.

Signed _____

Date _____