

## RUSSELL VALE GOLF & SOCIAL CLUB LTD FUNCTION BOOKING SHEET

Function Name ..... Date Booking Made .....

Name of Organisation/Individual Booking .....

Member: Yes  No  Member No. ....

Name of Contact ..... Phone No. ....

Day & Date required ..... Time Required .....to.....

No. of People ..... Playing Golf? Yes  No  No. of Golfers .....

**Person booking is responsible for booking the course at the Pro Shop (Ph 4283 5322)**

Barbeque Required? Yes  No  Bar Staff Required? Yes  No

Dry Till Required? Yes  No  Dry Till Limit \$.....

Special Request for the bar or catering .....

.....  
.....

Are they having Caterers Yes  No  Name of Caterers .....

.....

Costs Involved:	Quote	Actual
Clubhouse Hire:	\$	\$
Hire of Bar Person:	\$	\$
Catering:	\$	\$
Miscellaneous Expenses	\$ .....	\$
Miscellaneous Expenses	\$ .....	\$
Miscellaneous Expenses	\$ .....	\$
Bond Deposit	\$ 250.00	
Total Payable	\$ _____	\$ _____

**Office Use:**

Finals Numbers required by: .....

Bond Deposit \$\_\_\_\_\_ Bond Refunded Yes  No  Date Refunded .....

Bar Person ..... Payment Made ..... Date .....

Exemptions Yes  No  If Yes - Board Authorisation Date & Time.....

**CLUBHOUSE HIRE CONDITIONS:** The hire of our premises for your function includes the clubhouse and the outside area abutting the clubhouse. The designated golf course area is not part of the hire fee, only the pathway to the clubhouse and car parking facilities are available to guests and members. Non adherence to the above conditions, or damage caused on the course or the clubhouse area, will be at the expense of the person booking the function. The person booking the function will ensure that all care is taken in ensuring the safety of their guests. All notices i.e. NO DRINKING ON DANCE FLOOR, will be adhered to by the person booking the function. The person booking the function will be responsible for any insurance claims – Public Liability or Personal Injury should they or their guests not adhere to our Clubhouse Hire Conditions. The person booking the function or their guests will adhere to the Food Safety Procedures, displayed in the Kitchen area, when preparing food.

**DISCLAIMER:** The Board of Directors of the Russell Vale Golf and Social Club Ltd will not be responsible for any wilful damage or any incidents that occurs on club premises and golf course area (as designated in Clubhouse Hire Conditions), and will be the responsibility of the person booking the function.

**NAME:** .....

**SIGNATURE:** .....

**DATE:** .....

# RUSSELL VALE GOLF & SOCIAL CLUB LTD

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ABN 69 003 029 810



## CLUBHOUSE HIRE RATES

### MEMBERS:

Up to 4 hours	\$100.00
4 hours plus	\$125.00

### PUBLIC:

Up to 4 hours	\$125.00
4 hours plus	\$150.00

### NON PROFIT:

Up to 4 hours	\$100.00
4 hours plus	\$125.00

### CORPORATE:

Up to 4 hours	\$150.00
4 hours plus	\$220.00

- ALL COSTS INCLUSIVE OF GST
- SPECIAL EQUIPMENT COSTS +10%, NOT SUPPLIED BY THE CLUB
- CATERING – IT IS THE RESPONSIBILITY OF THE HIRER TO ENSURE THAT FOOD IS STORED AND SERVED IN COMPLIANCE WITH THE FOOD STANDARDS CODE AND CLEANED UP ON COMPLETION, WHICH INCLUDES WASHING UP OF ALL ITEMS SUPPLIED BY THE CLUB AS PART OF THE FACILITY HIRE
- BAR STAFF/VOLUNTEERS - \$40PH MINIMUM 4 HOURS
- PRICE INCLUSIVE OF USE OF KITCHEN EQUIPMENT & MICROPHONE

BOND - \$250.00 – REFUNDABLE IF NO BREAKAGE OR DAMAGE TO CLUBHOUSE

COST FOR TABLECLOTHS - \$50.00

COST FOR CLEANING OF CLUBHOUSE & KITCHEN - \$50.00

NO EXEMPTION OF ABOVE RATES UNLESS APPROVED BY THE BOARD OF DIRECTORS

ABOVE PRICES EFFECTIVE FROM FEBRUARY 1<sup>ST</sup> 2017 FOR NEW BOOKINGS

By order of the Board of Russell Vale Golf & Social Club Ltd 17-01-2017

