



HUNTINGDALE GOLF CLUB

# *Seminars*

*January 2010*

# Options

Huntingdale Golf Club has a number of rooms available for functions such as seminars or business meetings etc

Our charges are based on a minimum of 8 delegates with the following options available for selection:

## **Option One - \$50 per delegate**

### **Morning Tea**

Coffee, tea and Danish pastries

### **Lunch**

Two course Menu:  
Main Course followed by cheese & fruit platter

### **Afternoon Tea**

Coffee, tea, biscuits and freshly cooked muffins

## **Option Two - \$40 per delegate**

### **Morning Tea**

Coffee, tea and Danish pastries

### **Lunch**

Open sandwiches and fresh fruit platter

### **Afternoon Tea**

Coffee, tea, biscuits and freshly cooked muffins

### **Room Hire**

Dining Room (Capacity 80-100pax)	\$250.00 per day
Connecting Room (Capacity extra 60 pax)	\$150 per day
Conference Room (Capacity 30-50 pax)	\$165.00 per day
Small Conference Room (Capacity 10 pax)	\$145.00 per day
Presnell Room -Loft (Capacity 30 pax)	\$275.00 per day

Full use of the following equipment is included in the above room hire charges:

Data Projector  
Overhead Projector  
Screen  
Electronic White Board  
Clip Board (Flip Charts \$15 each )

Additional equipment may be arranged through an external hire outlet at an additional cost charged directly to you.

# Client Details

Client Name: \_\_\_\_\_

Company: \_\_\_\_\_

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

\_\_\_\_\_

Home Telephone: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Seminar Day/Date: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Expected Start & Finishing Times: \_\_\_\_\_

\_\_\_\_\_

Special Requirements / Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Agreement:**

*I agree that I have read and understood the enclosed 'terms and conditions', particularly the cancellation policy. I will ensure that my guests understand the dress code and etiquette as outlined in these terms and conditions.*

Client Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Terms & Conditions

## **Confirmation**

To confirm your booking a minimum, non-refundable deposit of \$500.00 is required, along with the completed Client Details application form.

## **Confirmation of Numbers**

The final number of guests attending is required fourteen (14) days prior to the function. As part of the Club's liquor license a full list of guests names and addresses must be provided.

## **Cancellations**

In the event of a cancellation your deposit shall be forfeited.

50% of the package cost, based on the minimum number of guests as read on the Client Details application form, is payable for cancellations made within fourteen (14) to thirty (30) days of the scheduled function date.

The full package cost, based on confirmed numbers, is required should an event be cancelled less than fourteen (14) days prior to the function date.

## **Final Details**

All details, menu, beverage, entertainment, table and flower arrangements must be confirmed fourteen (14) days prior to the function.

## **Room Hire**

Room hire charges are based on functions scheduled between the hours of 8.30 a.m. and 5.30 p.m. weekdays. The client must agree to begin the function and vacate the designated function room at the scheduled times agreed upon.

If a function is to continue beyond the scheduled times an extended hire charge may apply. This fee is to be negotiated with the Dining and Function Manager when confirming your booking.

## **Payment Terms**

Full balance of payment is required fourteen (14) days prior to your function. This is to coincide with your confirmation of numbers.

If you have a tailored package where beverages have been charged on a consumption basis, payment is required at the conclusion of your function unless credit has been satisfactorily established and accepted by Huntingdale Golf Club. That being the case, full payment of monies owing is required within seven days of the function date. The full catering component is required fourteen (14) days prior to your function.

## **Food & Beverage**

Under the Liquor Licensing Act and Clubs Victoria, no food or beverage may be brought onto Club premises for consumption during an event. Huntingdale Golf Club will permit cakes of a celebratory nature.

Under RSA (Responsible Serving of Alcohol) Guidelines, Huntingdale Golf Club reserves the right to:

- *Refuse service of alcohol to minors less than 18 years of age.*
- *Refuse access or service to people who are suspected of being intoxicated, quarrelsome, disorderly or behaving in a violent manor.*
- *Remove people from the Club premises who are acting in a manner deemed intoxicated, quarrelsome, disorderly or violent.*

### ***Pricing Policy***

*It is the Club's policy to confirm prices three (3) months prior to a scheduled function. The Club reserves the right to vary prices without notice up to this point.*

### ***Musicians***

*The Musicians Award stipulates that all band members must receive a full meal. These will be charged at a nominal rate per person.*

### ***Arrival***

*Due to the heavy schedule of golf and social events at the Club, we ask that your guests arrive no earlier than your agreed starting time, unless pre-arranged with the Dining and Function Manager. We ask that this be clearly communicated to your guests on their invitations.*

### ***Damage***

*Organisers are financially responsible for any damage sustained to the Huntingdale Golf Club premises prior to, during or after the function. An additional fee may be charged where necessary repairs or excessive cleaning is required.*

### ***Loss***

*Huntingdale Golf Club does not accept responsibility for the loss or damage to any equipment, personal property or merchandise left on the premises by any person prior to, during or after the function.*

*For securing valuables, lockers may be made available upon request.*

### ***Smoking***

*Smoking is not permitted within the Clubhouse. Outdoor facilities have been made available.*

### ***Mobile Phones***

*The use of mobile phones is strictly prohibited within the Clubhouse and on the Course.*

### ***Dress Regulations***

*Denim clothing, large corporate logos, track suit/pants, stirrup pants, leggings, cargo pants/shorts, t-shirts without collars, thongs and sneakers/runners are not permitted.*

*Gentlemen are required to wear a jacket and tie, and ladies to a similar standard, when formally dining at the Club.*