

MACARTHUR GRANGE COUNTRY CLUB

TERMS AND CONDITIONS

Meetings, Conferences, Special Events, Corporate Golf

Our philosophy is always to provide event facilities and services of high quality. In order to fulfill this expectation, the following terms and conditions have been designed to ensure your event runs smoothly.

Quotations:

All prices are based on minimum number of Adults per function room. If you do not meet your minimum room requirement Macarthur Grange Country Club reserves the right to re-quote your package price.

Tentative Bookings:

MGCC can tentatively hold your date for fourteen (14) days after a consultation with a coordinator.

No date will be held without a consultation. If then after the fourteen (14) day period a booking fee has not been received the date will NO longer held. Booking fee is deducted from your final invoice.

Confirmation:

Confirmation requires a deposit fee for the venue to secure the date that you have booked. As the client you are responsible for this amount to be payable within the 7 days of your consultation. We require a deposit of \$1000.00 after your consultation with the coordinator at the time of confirming your booking for your event.

Cancellations:

Cancellation of function rooms or on-course bookings by you, must be advised in writing.

If the function is cancelled more than 6 months prior to the event, deposits will be refunded,

Less 20% cancellation fee. Cancellation within 6 months of the event & not re-booked, the Deposit will NOT be refunded. Postponement 6 months or less prior to the event will incur a \$500.00 alteration fee.

Guaranteed Number of Guests:

Important Information - A guaranteed number of guest attending the event is required

seven (7) full working days prior to the event or as otherwise advised. Charges will be based on the number of people attending the function or the guaranteed number, which is greater regardless of final attendance must not fall below the minimum requirement of guest per function room.

Note: Seating plans, place cards & bombonaries are required a couple of days prior to the event.

Insurance:

We cannot take responsibility for damage of items before, during & after an event & we recommend that you arrange appropriate insurance cover.

Damage:

Please note you are financially responsible for any damage sustained to Club property & fittings during the event (including malicious damage by attending guests). No attachments are to be used on the walls without prior arrangement with Macarthur Grange Country Club. See Bond Policy

Client Responsibility:

It is your responsibility to ensure that all attendees behave in a orderly manner during the event.

In accordance with the Responsible Service of Alcohol (RSA) Policy, Macarthur Grange Country Club reserves the right to refuse service to any intoxicated guests, ensuring our

Duty of Care to all in attendance. Minors are not permitted to approach the bar for services.

Adult supervision is requested at all times.

Macarthur Grange Country Club reserves the right to cease the function at any time without Compensation, should any guests become abusive or involved in inappropriate or anti-social behavior towards staff, Macarthur Grange Country Club property or other guests

Special Events/Fancy Dress:

Client's are reminded that footwear & clothing are required at all times within the function. Fancy dress masks or helmets are NOT permitted.

Security:

Security requirements will be assessed by Club Management on a need basis, for events & met at clients expense.

Note: It is compulsory for client's to pay a bond of \$500.00 for 18th or 21st Function which is refundable if NO damage to the property has occurred. Clients are also required to cover Security cost for the 18th or 21st Birthday Function at their own expense. Macarthur Grange Country Club will book & provide Security for that evening, which we will quote a costing prior to the function for the service of the security. Two (2) Guards apply for 70 Guests or more. Three (3) Guards are required for 100 Guests or more.

Payment:

All event accounts are to be paid in full one (1) week prior to the event or by the date specified by Macarthur Grange Country Club. Any outstanding balance or additional charges are to be paid for at the conclusion of the function, which will include any charges to authorize in the original contract. A copy of Tax Invoice or receipt can be forwarded following the event.

All approved Credit Card arrangements require full payment within the time limit agreed with Macarthur Grange Country Club. A surcharge of 3.5% will be included in the final account for all Credit Card transactions.

Surcharges:

Public Holidays are subjected to a 15% surcharge of the gross total of the function

Function Rooms:

We reserve the right to re-allocate Function Rooms or scheduled dates due to circumstances beyond our control. If final numbers increase or decrease significantly from those advised at the time of reservation, we may substitute a more appropriate room of our choice for your Function. We will discuss any changes with you when the decision is made. Under NO circumstances are table scatters or confetti to be used at Macarthur Grange Country Club.

Either use will incur a cleaning charge of \$500.00 dollars.

Please note you are financially responsible for any damage sustained to Club property & fittings during the event (including malicious damage by attending guests). No attachments are to be used on the walls without prior arrangement with Macarthur Grange Country Club. See Bond Policy

Responsibility:

Should we be unable to provide the facilities reserved due to circumstances beyond our control, NO further claim other than an entitlement to full refund of any deposit paid will be made. We will endeavour to provide you with a reasonable notice.

Food & Beverage:

NO food or beverages may be brought onto the Club premises for consumption during a function unless otherwise arranged with Macarthur Grange Country Club.

Payment for Bar Tab services must be settled prior to the end of the Function.

Parking:

Please note that parking is subjected to availability & Macarthur Grange Country Club accepts NO responsibility for any loss or damage to vehicles whilst parked on the premises.

Exhibition/Product Launches/Corporate Events

Exhibition Companies & Clients are responsible for transport, product deliveries, set up & dismantling of their own equipment in accordance with our health & safety codes. All access & deliveries must be approved by Club management prior to the event. NO storage of products prior to an event is available on the Club premises

Advertising:

Prior permission is required to use the Club name and/or logo in print and/or audio visual displayed. All proposed artwork must be approved by Club Management prior to publication.

Photography/Recording of the event:

Prior permission is required for photography, sound or video recording of events or guests in the Club facilities.

Additional Services:

We will be pleased to arrange a variety of additional services upon request, such as entertainment, technical equipment, room decorations, audio-visual services etc. A charge will be incurred for some services. If the event is cancelled, such services charges will be your responsibility. Macarthur Grange Country Club takes NO responsibility for payment of these services or the quality of the product or service provided. It is recommended that clients visit the premises to test laptop connection & compatibility of Presentation material, well in advance of their proposed function (e.g 1 to 3 days prior). Please check with staff for access to the room when a function isn't being held.

Signed Acceptance

******* TO BE RETURNED WITHIN SEVEN (7) DAYS*******

Please Note - you're event cannot proceed

And is not secured without a signed return copy of these conditions thank you

I/We acknowledge that we have read and understood all of the above along

With the Terms & Conditions of Macarthur Grange Country Club:

Name/s:

Event: Date:

Phone: Email:

Signed

Date:

Lot 18 Raby Road, KEARNS NSW 2558 PO BOX 422, NARELLAN NSW 2567

Phone: 02 9820 4599 Fax: 02 9820 4399

www.macarthurgrange.com.au