

Terms & Conditions

Oxley Golf Club Booking Policy

Tentative Bookings - Tentative bookings are held for a period of 7 days with no obligation and if we receive no confirmation of this function on or before the said period, the tentative booking will be deemed to have been cancelled.

Confirmation of Booking - To confirm your tentative booking a non refundable deposit of \$350.00 is required within the 7 day tentative booking period. A further non refundable \$350 is payable within one month of the initial deposit to further hold your booking, if not received your booking will be deemed to be cancelled. These deposits, totalling to \$700, effectively become part payment of your Account and will be deducted from your balance owing.

Should you need to cancel the booking the monies paid can be transferred to another date as a once off transfer, if transfer is made within one month of the day of your cancellation.

Prior to confirmation of selected function menus and beverages, our prices are subject to change without notice. A 15% Surcharge may apply on Sundays and Public Holidays.

Oxley Golf Club Cancellation Policy - All cancellations of functions are to be cancelled in writing. All deposits are non refundable. Should your function be cancelled within Two weeks of your booked Date all catering must be paid for in full.

Oxley Golf Club Photographs Policy - We encourage you to utilize our Golf Club Surrounds for your memorable photos of your Bridal Party, if you wish to take advantage of this photograph opportunity it is required that your photographer makes a time with our Function Coordinator prior to the day to view the areas suitable to be used. We do offer at no extra charge use of 2 of our Golf Buggies which will seat 4 persons in total, should you wish to utilize the Complimentary buggies a minimum of 2 weeks notice is required, extra buggies may be hired at a cost of \$25/buggy and again require a minimum notice of 2 weeks.

Complimentary Reception Room Hire - We offer at no charge our Reception Room without fee for duration of 5 hours not exceeding Midnight. Should you wish to extend this duration beyond the included 5 hours a fee of \$100/hour thereafter, not exceeding midnight will be incurred. This time commences upon guests entry to reception. An extension of the finish time must be prearranged & prepaid with the Event Coordinator. Please note that last drinks will be called ½ hour before your Function duration is to be completed with the latest being 11.30pm.

Terms & Conditions (continued)

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Liquor License – Oxley Golf Club is a Licensed venue. Due to liquor license regulations, no person is permitted to bring any beverage onto the Clubs premises, any person found to have bought beverages onto the premises may be asked to leave.

Belongings & Gifts - Customers are responsible for all belongings and gifts (including Wishing Well Contents) and are to ensure that all items are taken at the completion of your reception. Should you wish to leave items at the Reception Room they shall be left at the owners risk as the Club or Caterer will not accept any liability.

Minimum Numbers Policy - All menus are priced on a **minimum number of 60 for the months of September, October and December** (exclusive of Children) and a **minimum of 50 for all other months**. For functions consisting of numbers below the minimum requirements a 15% surcharge will be applied, unless otherwise arranged, this is in addition to any other listed surcharge.

Confirmation of Numbers/Details- All details in relation to food, drinks and decorations details as per the run sheet are required to be finalized no later than 14 days prior to your function. Final numbers of guests will be required 14 days prior to your function. Charges are calculated on not less than this guaranteed minimum number given.

Payment of Accounts

Pre-payment of your function excluding any bar tab is required at least 7 days prior to the function, payment will be calculated based on the confirmed details provided 2 weeks prior to your booked date as noted above.

Accepted payment options are as follows:

Cash

Eftpos

Bank Cheque – made payable to 'Oxley Golf Club'

Direct Credit to clubs bank account-please request details

Credit Card – a 1% surcharge is applicable

Booking Form

Please complete this form and return with your deposit

Fax: (07) 3379 5770
Post: 290 Boundary Road, Oxley, 4075
E-mail: michelle@oxleygolfclub.com.au

I/we _____ wish to confirm our booking for our
(Name(s) of Booking)

RECEPTION ONLY

OR

CEREMONY & RECEPTION

Which is to be held on:

Day: _____ Month: _____ Year: _____ for approximately

Number of Guests _____ Final Numbers to be confirmed no later than 14 days prior to booked function.

Catering Requirements (Indication Purpose Only)

Standard Banquet/Buffer

Cocktail Package

Deluxe Banquet/Buffer

Elegance Package

Essentials Package

Extravagance Package

ALL INCLUSIVE OPTION \$4200 FOR 60 GUESTS. PAYBALBE
DIRECTLY TO SUPPLIER.

Contact Details

BridesName _____ Groom'sName _____

Postal Address: _____

Email/fax: _____

Phone (Home): _____ (Work/Mobile) _____

I/We have read and agree to the terms and conditions of Oxley Golf Club.

Name(s): _____

Signature(s): _____

How did you hear about us?

- Search Engine: eg Google
- Newspaper
- Word of mouth
- Attended a function here
- Golf Club Member
- Returning customer
- Other – please specify _____

Office Use Only	
Deposit Amount	Date Paid

2ND DEPOSIT DUE: _____

Filename: 2012 Wedding Booking Form.doc
Directory: O:\Menus - Functions\2012 Packages
Template: C:\Documents and Settings\mhoger\Application
Data\Microsoft\Templates\Normal.dot
Title: Terms & Conditions
Subject:
Author: DellUser
Keywords:
Comments:
Creation Date: 27/10/2011 11:49:00
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Last Saved By: DellUser
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