

Function Centre

Information Pack



www.avalongolfcourse.com.au



BOOKING NO _____

FUNCTION ROOM HIRE FORM

Name of Hirer: _____

Address of Hirer: _____

Telephone: (w) _____ (m) _____

Email: _____

Date of Function: _____ Start Time: _____ End Time: _____

Nature of Function: _____ Number of Guests: _____

BYO alcohol: Yes/No If yes: Number of guests ____ @ \$5pp

Do you need our preferred caterer? Yes/No

Do you need serving staff? Yes/No (\$50 per hour/min 4 hrs)

OFFICE USE ONLY:

Staff Required: Yes/No _____ Deposit paid: Yes/No _____

Bond Paid: Yes/No _____

Method of Payment: Cash/Credit Card



FUNCTION CENTRE PRICE LIST

ROOM HIRE ONLY

Mon – Thursday before 6pm	\$120 per hour
Fri, Sat & Sunday after 6pm	\$150 per hour (min 5 hours)

Includes Kiosk Fridge only and plates, glasses and cutlery

FUNCTION ROOM CAPACITY

Seating	60 guests max
Standing	80 guests max

STAFF

For functions Friday, Saturday & Sunday after 6pm Avalon Golf Course & Function Centre will supply 1 Security Staff member to supervise and close the function. If you require serving or catering staff this is an additional cost of \$50 per hour for minimum of 4hrs.

ALCOHOL

BYO is allowed for all functions at a \$5 per person fee. Please note that you will be required to bring own ice and coolers. The total fee will be deducted off the bond after the function based on number of guests at the function.

CATERERS

Avalon Golf Course has a selection of Catering Companies to choose from. Hirer will liaise directly with our preferred caterers who will have access to our kitchen to provide hot and cold food.



BOOKINGS AND PAYMENTS

1. Book a potential available date with Function Manager
2. Once a suitable date is available, **pay the \$500 deposit**. Please complete **Code of Conduct Form** with other relevant forms and return to the Proshop at Avalon Golf Course, 32A Old Barrenjoey Road, Avalon to confirm the booking.
3. An \$800 refundable security bond and \$200 cleaning fee (\$1000 total) for functions held after 6pm and on weekends is required to be **paid 14 days prior to Function Date**.
4. It is required that all guests must vacate the premises no more than 20 minutes after the function ends. Failure to do so will incur a penalty fee of \$100 per 20minutes or part thereof.

CANCELLATIONS

Avalon Golf Course and Function Centre reserves the right to cancel a confirmed hire due to any unforeseen circumstances that may render the premises unsuitable (fire or power outage etc). In the event of a cancellation made for this reason the hirer will receive 100% of deposit refund. Avalon Golf Course and Function Centre will not be held responsible for any compensation in respect of any cancellation due to any unforeseen circumstances that may render the premises unsuitable.

For cancellations made 90 days before the event 50% of the deposit will be lost.

For cancellations made within 90 days of the event then NO refund of the deposit will be granted.



REFUND OF BOND

The \$800 bond will be retained for 14 days after the function and/or until payments have been finalised and cleared.

The cost of any stains on the carpet that require professional cleaning and any other damage caused to the club inside or outside areas (including all furniture) will be deducted from the bond.

DECLARATION

I have read and agree to the Hire Terms and Conditions. As the hirer, I take full responsibility for any damage to the building and/or its contents which occur as a result of my hire of the venue, and I agree to pay all costs involved to repair such damage.

Hirer's Name: _____ Date: _____

Address: _____

After hours contact number: _____

Signature: _____

CODE OF CONDUCT

Responsibilities of all patrons consuming alcohol:

- Must comply with all Avalon Golf Centre safety rules at all times
- Must comply with all directions given by staff
- Must be over the age of 18 and be able to show proof of age
- Must consume all alcohol in **function area ONLY**



- Must not make unreasonable excessive noise
- Must not behave in a violent or aggressive manner towards staff or any other member of the public
- Must not smoke at the venue
- Must not bring, consume or distribute illegal drugs
- Must not vandalize any property whatsoever
- Must remove all litter and place in bins provided
- Must leave the Function Room in a tidy state
- If you do not comply with the Code you will be asked to leave the premises and will lose your bond.
- When leaving the premises please consider the neighbours

Name: _____ Date: _____

Signed: _____