

# RULES AND CONDITIONS FOR FUNCTION ROOM HIRE

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There will be no tolerance taken for refusing or failure to abide by these rules and conditions.

It is your responsibility (as the hirer) to ensure you and your guests are aware of them to avoid your function being closed early and ruining your event.

**WPGC is a Licensed venue, not a BYO venue.** Absolutely no alcohol or non-alcoholic beverages are to be bought into or consumed on the premises, including the car park, at any time before, during or after your event. Wolston Park Golf Club prides itself on offering a fantastic range of beverages, incorporating alcoholic, low-alcohol, and non-alcoholic options. Our prices are extremely competitive. If alcohol or prohibited beverages are found, they will be confiscated and NOT returned. Those found with these items will be asked to leave and the failure to do so may result in prosecution.

**Absolutely no minors are to consume alcohol on the premises.** WPGC abides by OLGR Liquor License Laws and will not serve alcohol to minors or unduly intoxicated patrons. All staff are trained and supported by Management and Committee in the Responsible Service of Alcohol.

**Patrons may be asked for identification** at any time by staff **MUST** show an acceptable form of identification to remain on premises and consume alcohol. Any offender may be required to refrain from drinking alcohol or be asked to leave if found to have no form of acceptable identification.

**Payment of room hire is required to secure your function date. Full payment to be made 14 days prior to day of the function,** by way of cash or credit card. This deposit is non-refundable 6 months prior to your booking. If the room is rebooked for your date, then a refund will be given. A **BOND** of \$200 will be required for all events/function bookings. The bond will be refunded after the event. Any overcharges will be taken from the \$200 bond.

**All functions over 50 people and/or past 8pm require a security guard on site.** As a licensed venue, it is the law to provide a safe environment for staff and patrons. Under the Brisbane City Council, licensed venues are to hire security according to the number of expected patrons. It is appropriate RSA practice to ensure safety is always kept a main priority and is a safety policy of Wolston Park Golf Club. Wolston Park proudly employs security staff from National Security Management to ensure the safety of all patrons.

**No shots will be served after 8pm.** Wolston Park practices safe RSA judgements.

*As the responsible hirer of the Wolston Park Golf Club function room, I have read, understood and accept the rules and conditions stated above on page 1 of 2.*

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

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

Date of function: \_\_\_/\_\_\_/\_\_\_

Type of function: \_\_\_\_\_

## RULES AND CONDITIONS FOR FUNCTION ROOM HIRE

You are welcome to provide your own music via iPod or laptop at your own risk (through our PA system at no extra charge), jukebox, DJ or band. **The maximum volume will be controlled by the Manager on Duty, no exceptions.** If you are asked to reduce the volume of your music, you must do so immediately. When you are asked to turn off your music, you must do so. Failure to do so may result in your function being closed. **Absolutely no music is to be played after 12 midnight.** Please ensure whoever is controlling your entertainment for your function is aware of the of these rules.

**Smoke machines are not permitted.** If a smoke machine is used against these rules, and the QFD come on site, all expenses incurred will be passed onto the Hirer.

**All children must be supervised.** Wolston Park Golf Club takes no responsibility for any incidents involving a child when appropriate. If children are unsupervised, you will be asked to keep children within the function room **ONLY**. It is not the job of the bar staff or security to look after children.

Your room hire fee takes into consideration a reasonable amount of cleaning up following the event, by our staff, and a reasonable amount of general wear and tear to the club and its property. **No decorations are to be stuck onto function room walls or glass with sticky tape.** Blu-tac may be used to attach decorations on to the glass. **No loose decorations such as scatters, as well as party poppers** are to be used on the premises.

**Any damage caused** to property by the hirer will be payable by the hirer. This damage may include damage to the timber floors, walls, furniture, PA system or other property belonging to Wolston Park Golf Club Inc. This will be decided upon by the Manager and will not be negotiable.

**All guests must be off premises by 12:30am.** Failure to do so will result in a charge of \$100 per hour or part there of where staff are required to remain behind to secure the premises. This charge will be taken out of held bond.

We are a venue that promotes safe driving and the responsible service of alcohol. Vehicles may be left in the carpark overnight, however, **any vehicle left overnight is at the complete sole responsibility of the vehicle owner.** Wolston Park Golf Club Inc. will not be held responsible for any damage caused to any vehicle whilst on Club Property, whilst moving or stationary.

*As the responsible hirer of the Wolston Park Golf Club function room, I have read, understood and accept the rules and conditions stated above on page 2.*

**A Credit Card is to be kept on file. This is a requirement in hiring of our Function Room. These details will be kept on file, to pay for any incidentals that may occur, after or during of the hirers allocated time in the room.**

*As the responsible hirer of the Wolston Park Golf Club function room, I have read, understood and accept the rules and conditions stated above on page 2 of 2.*

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

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

Date of function: \_\_\_/\_\_\_/\_\_\_

Type of function: \_\_\_\_\_

## General Information

**MENUS** It is essential that you notify our Function Manager if there are any specific dietary requirements or food allergies, prior to your function (2 weeks recommended). At the close of your function Wolston Park Golf Club will retain all remaining food on the Buffet.

**PRICE CHANGES** Menu prices are guaranteed once your booking has been confirmed by payment. However, menus are subject to change at the discretion of our Chef.

**BONDS** A bond of \$200 will be required for any function/event booking. This bond will be refunded after the held event, within 5 business days, once confirmed by management.

**CONFIRMATIONS** Tentative bookings will be held for 2 weeks, after which a deposit of \$500.00 is required to confirm the booking. Balance of account is to be paid a minimum of 7 days prior to your function, with any additional bar tabs to be settled on the evening. It is the policy of Wolston Park Golf Club that deposits are non-refundable upon cancellation unless we have been notified 3 months prior to the booking date.

**CHANGE OF DATE** If you would like to change the date of your booking, you are required to make this request in writing.

**ATTENDANCE** The final numbers of guests are to be confirmed 7 days prior to the function with settlement of your account. This will be considered final and charges will be made accordingly.

**SURCHARGE** A surcharge of 10% is applicable on Sundays and Public Holidays on the total food and beverage account. Where a minimum spend requirement is applicable a 10% surcharge will be added to this amount.

**INSURANCE** Wolston Park Golf Club will take all possible care but accepts no responsibility for damage or loss to merchandise or other property during or after a function.

**DAMAGE/LOSS** Clients are financially responsible for any damage or loss caused to the Clubhouse, its facilities or property.

**ROOM HIRE** The Room Hire fee includes, tables and chairs for the sole use of our room until midnight. It is highly recommended that farewells are completed by 11:30pm to allow half an hour for guests to depart.

**LIABILITY** Whilst taking photographs on the Golf Course, please do so at your own risk as Wolston Park Golf Club is not liable for any injury or accidents that may occur from a stray golf ball or other.

**SMOKING LAWS** As of 1st July, 2006 there were new Smoking Laws introduced into Queensland. Due to these new laws, smoking will only be allowed in designated smoking areas. The designated smoking areas will be clearly marked around the clubhouse. We would appreciate your co-operation by only smoking in these designated smoking areas. Failure to comply with these laws will result in being refused service for Food and Alcohol.

