



CONDITIONS OF HIRE

DEPOSIT

A non-refundable deposit of the full room hire fee is required to confirm your booking. Other expenses will be invoiced following the function and payment is to be made within 14 days of receiving the invoice.

FINAL NUMBERS

We understand the difficulty in finalising numbers at events; however, we do ask that final numbers be advised to the coordinator 2 weeks prior to the event allowing for staff rostering to be arranged.

CANCELLATIONS

For cancellations 14 or more days prior to a function, a full refund will be given. Cancellation after 14 days will incur a \$100.00 booking charge.

BAR CLOSING TIMES

The Function Centre Liquor licence stipulates that the bar must be closed by 12.00pm on Friday and Saturday and by 11.00pm Monday, Tuesday, Wednesday, Thursday and Sunday.

A late licence may be obtained for a fee of \$150.00.

Last drinks will be available up to 20 minutes before closing time and guests need to vacate the premises within 15 minutes after the stipulated closing time.

Responsible Service of Alcohol Laws will be enforced at all private events and our staff are trained in this area. We want your function to be memorable for all the right reasons.

INSURANCE

The Albany Golf Club takes great pride in looking after its function guests but will not take any responsibility for damage to or loss of property left in the venue prior to, during or after the event.

DAMAGE

Any damage caused by guests or invitees to the club or property of the function centre during the function will be the financial responsibility of the person/s who booked the event.

SMOKING AND BRING YOUR OWN

Smokers may only smoke at outdoor designated smoking areas and are to dispose of cigarette butts safely before entering facilities.

The Albany Golf Club is a fully licensed venue, guests can at no-time bring their own beverages on to club premises.

I/We..... agree to and accept the above conditions of hire.

Signed..... Date...../...../.....

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