

Booking Terms and Conditions



The following terms and conditions are applicable for all functions held at the Drouin Country Club.

1. Venue Hire

All bookings will only be confirmed upon receipt of the applicable Venue Hire Fee. Wedding bookings require a deposit of \$1,000. Tentative bookings will only be held for a period of 2 weeks without a deposit – after which time the date will automatically be released.

2. Cancellation Policy

Cancellation within 45 days of function will result in the Venue Hire Fee being forfeited. Unless we are able to re-book the venue for an alternative event. Wedding cancellations are to be notified in writing 90 days prior to the date booked, the \$1,000 deposit is non transferable or refundable unless we are able to re-book the intended date.

3. Final Numbers

Final numbers are required 7 days prior to the date of the function and payment will be calculated on this number. Notification of increase in numbers must be advised at least 24 hours in advance. No refunds will be issued for guests who do not attend.

4. Payments

Payment of your account is required prior to the commencement of the Function. Bar accounts must be paid at the conclusion of the function.

5. Function Times

The function room bar will remain open no later than 1am and music must cease at 12.30 am sharp. Starting times will be mutually agreed and room access will be made available to the host on the day of the function, at an agreed time.

6. Catering

No food or drinks are to be brought onto the premises unless otherwise agreed to by the Drouin Country Club.

7. Behaviour

Offensive Behaviour will not be tolerated at any time during a function on the Club premises. For the safety of all guests, drinks are strictly prohibited on the dance floor.

8. Damage and Loss

Any damages caused during a function will be the responsibility of the host. Management will not accept any responsibility for loss or damage of property left on the premises prior, during or after a function.

9. Confetti / Glitter

Confetti and like products (Glitter Sprinkles etc.) are not permitted inside the Club premises or outside on the Club grounds. Only clear hooks with clear tape are permitted to be used when decorating, sticky tape must not be used when decorating rooms. Candles must be in safe containers, no wax dripping onto tablecloths.

10. Liquor Licensing Laws

All liquor licensing laws apply to functions including intoxication and proof of age, service will be refused. Alcoholic beverages must not be consumed by any person under the age of 18 at any function on these premises. No alcohol is to be brought into the venue.

11. Security

Some events may require security at an additional charge. Confirm at the time of booking.

12. Prices & Menu

All prices & menus quoted include GST and are current at the time of printing and are subject to change without notice. The musicians award recommends that all band members must receive a meal. This will be charged at \$40.00 per person and include a main meal and soft drink.

Function Booking Confirmation



Date of Function _____

Contact Person: _____

Address (PO Box not acceptable)

Phone: _____ Mobile: _____

Email: _____

Approximate Number of Guests: _____

*Numbers to be confirmed at least 7 days prior to function
Menu to be confirmed at least 14 days prior to function*

Payment options:

Cash, Cheque, Eftpos, OR

Funds Transfer - Our Bank Details Are:

Bendigo Bank

Account Name:

Drouin Golf & Country Club,

BSB:

633 100

ACCOUNT NO:

153910286

A deposit of the Venue Hire Fee for functions \$ _____ or Wedding deposit of \$1,000 must accompany this form to secure your booking.

I acknowledge having received a copy of the general information and terms and conditions and agree to comply with all of the conditions stipulated.

I give Drouin Country Club permission to take a photo of the function room set up to be published after the event. (please tick the box)

Signed: _____

Date: _____

Office Use: Date Received: / / Amount Paid: \$

Thank you for choosing the Drouin Country Club.

McGlone Road, off the Old Princes Highway, Drouin, Victoria 3818

Telephone: 03 5625 1330 Facsimile: 03 5625 3648

Email: dgcc@dcsi.net.au www.drouingolf.club