



FUNCTION TERMS AND CONDITIONS

DEPOSIT

- All bookings placed at Latrobe Golf Park require a deposit of \$175 to be paid prior, to confirm the booking.
- The deposit is to be received within 14 days of the functions.

CANCELLATIONS

- Cancellations within 5 days of the event will result in a loss of the \$175 deposit
- Cancellations made 5 days prior will result in the deposit being issued with a voucher to be used at the Latrobe Golf Park.

METHODS OF PAYMENT

- Companies and individuals must settle their account on the day of the function, following the function's completion.
- Payment is received by Cash, Credit Card (Visa and MasterCard) or EFT.

FINAL ATTENDANCE

- A guaranteed final number is required within five days of the function.
- No reduction will occur if numbers fall below the finalised number.
- A minimum number of 8 for the Beer, Bite n Bash, 12 people is required for the BYO package, while a minimum of 15 people is required for the Classic and Premium package.
- If the number of people is lower than minimum required, we will charge for the minimum people required.

SPECIAL DIETARY REQUIREMENTS

- Any special dietary requirements must be communicated seven days before the function. This allows us time to source any alternative foods. If we are not informed of these requirements in this time, special dietary requirements may not be guaranteed.

CONDUCT

- All guests will conduct themselves in an orderly manner at all times within the Latrobe Golf Park facilities, and adhere to all policies and procedures of the Park.
- Latrobe Golf Park have the right to exclude or remove any guest from the venue in the event of misconduct or unreasonable behaviour.

LIABILITY

- The hosts will be responsible for any damage to the venue and property of Latrobe Golf Park.
- Latrobe Golf Park have the right to invoice accordingly. This includes replacement of property by your party and/or excessive cleaning
- Latrobe Golf Park is not accountable for any damage or loss of property left by the hosts or guests on the premise during or after function.

FOOD AND BEVERAGE

- No food or beverages with the exclusion of a celebration cake is to be brought in the premise.
- Any prizes or gifts received during the function must not consumed on the premise.
- In the case of the BYO function, all food is acceptable, however beverages are to be bought within Latrobe Golf Park.

RESPONSIBLE SERVICE OF ALCOHOL

- All staff at Latrobe Golf Park are accredited with a responsible service of alcohol training.
- Latrobe Golf Park supports the responsible drinking of alcohol.
- All beverages must be purchased from Latrobe Golf Park. Strictly no BYO.

SMOKING

- Smoking is not permitted inside the Latrobe Golf Park, except in designated areas located just before the entrance and in the beer garden.

MISCELLANEOUS

- Tentative bookings are held for up to seven days.
- Functions are a maximum of 4 hours duration unless specified elsewhere.
- All functions are to be finished by 11:00pm, and all guests are to be off the premise by 11:30pm.
- All prices per head are final and cannot be changed.

SIGNATURE

NAME

DATE