



Seminars & Conferences

Application Form

CLIENT DETAILS

Name of Business _____

Contact Person _____ Position (Title) _____

Phone _____ Mobile _____

Email _____

Address _____

Date of Function _____

Number Attending _____ Start Time _____ End Time _____

Room Roy Sims Room / Beeston Lounge / Grange Room
(please circle)

Room Set Up Cabaret-Open Circle / U Shape / Classroom / Boardroom / Theatre Style
(please circle - see attached layouts)

EQUIPMENT REQUIRED

	Yes	No
Whiteboard	<input type="checkbox"/>	<input type="checkbox"/>
Television	<input type="checkbox"/>	<input type="checkbox"/>
DVD Player	<input type="checkbox"/>	<input type="checkbox"/>
VCR	<input type="checkbox"/>	<input type="checkbox"/>
Flip Chart	<input type="checkbox"/>	<input type="checkbox"/>
Lectern	<input type="checkbox"/>	<input type="checkbox"/>
Microphone	<input type="checkbox"/>	<input type="checkbox"/>
Lapel Microphone	<input type="checkbox"/>	<input type="checkbox"/>
Projector	<input type="checkbox"/>	<input type="checkbox"/>
Projection Screen	<input type="checkbox"/>	<input type="checkbox"/>
Other		

CATERING REQUIREMENTS - Please detail likely requirements

Food Time

Morning _____

Lunch _____

Afternoon _____

Beverages Time

Morning _____

Lunch _____

Afternoon _____

Other Requirements

DEPOSIT PAID Yes No **Amount Paid:** _____

TERMS & CONDITIONS

On behalf of the above named company I hereby agree to the Terms & Conditions for Seminars / Conferences as set by The Grange Golf Club.

Signature

Date

Name (printed)

Position

Terms & Conditions

We look forward to being of assistance in the planning of your Seminar / Conference. It is most important that you be completely familiar with our Terms and Conditions. We will happily assist with any queries.

All bookings are made upon, and are subject to, the Terms and Conditions as determined by The Grange Golf Club upon the following conditions.

Bookings & Deposit

On receipt of an enquiry a tentative booking will be made on behalf of the organisation but is only valid for one week from the date of booking. A letter acknowledging the enquiry, together with an Application for Conferences form will be forwarded shortly thereafter. No reservation is deemed confirmed until a deposit of the invoiced amount is received by the Club.

A deposit of \$150.00 is required on approval of your Application. The management of the Club reserves the right to cancel the booking if confirmation and deposit is not received by the due date. The deposit is non-refundable and generally non-transferable, i.e. may not be transferred to an alternate date.

Payment of the deposit is required within seven (7) days of the date of invoice. The deposit amount will be credited to the account for the function. Receipt of payment of the deposit amount will be deemed as confirmation of the booking and your agreement to the Terms & Conditions as contained herein.

Application Form

The completed Application Form must be returned to the Club on or before the prescribed date (within 14 days of the date of enquiry). The details provided via the Application Form should represent a reasonable estimate of the anticipated numbers and requirements of the function. Non-receipt of the Application Form by the prescribed date may result in forfeiture of the booking.

Payment Terms

The quoted prices are valid for a period of six (6) months from the booking date. Please be aware that function dates beyond this period may be subject to CPI price increases. Every endeavour will be made to maintain prices as printed; however, these prices are subject to alterations without notice.

All expenses incurred in relation to the conduct of the function, less the deposit amount paid, will be invoiced as soon as practicable after the event. Final payment is due within seven (7) days from the date of the invoice.

Cancellation

Effected by Client

Written notice of cancellation is required. Fees incurred for cancellation is loss of the deposit amount, plus any other expenses incurred on behalf of the client.

Effected by Club

The Club reserves the right to cancel or, where possible, reschedule an event to a mutually agreed date in the event of circumstances beyond our control. The deposit amount will be refunded or transferred to an alternate date in either of these cases.

Dress Code & Footwear

Refer to The Grange Golf Club's Dress Code available on the website. These standards are set for the betterment of the Club and it is essential that members and guests adhere to these standards. Dress requirements are conveniently displayed in the Clubhouse. Persons not correctly attired will be required to leave the Clubhouse.

Damage

The organisation will be responsible for expenses incurred by the Club to repair damage to the Clubhouse, or property belonging to third parties caused by participants of a Conference. The Club will not accept any responsibility for damage or loss of merchandise left in the Club prior, during or after the function. Organisers should arrange their own insurance and/or security.

The Club reserves the right to exclude or eject any or all objectionable persons from the function or the Club premises without liability.

It is understood that the client will conduct the function in an orderly manner in full compliance with Club management and applicable laws.

Catering

Food

Final numbers for catering purposes must be notified to the Club at least one (1) week prior to the date of the event. This number will be the basis on which the invoice for the event is prepared, irrespective of whether a lesser number attend on the day. Obviously if more attend, the number present will be the basis of a charge. All food in the Clubhouse must be purchased from The Grange Golf Club.

Menu details are required four (4) weeks prior to the function, to ensure the quality and availability of foods.

Refreshments

All refreshments in the Clubhouse must be purchased from The Grange Golf Club and will be charged on consumption. Selection and price of wines is dependent on stock on hand and availability at the time of the function. If supplying own wine a corkage fee will apply.

No food or beverage will be permitted to be brought into the Club for consumption at the function by the organisers or any persons attending the function unless approved by the General Manager. No food or beverage shall be removed from the Club following the event.

Liquor Licensing Act

Management and staff will abide by all conditions set down in the Liquor Licensing Act.

Hire Charges

The Organisation will be responsible for all hire charges associated with the function and these will be invoiced at cost.

Smoking

Smoking is totally prohibited in the Clubhouse. Ashtrays are provided on the verandah for patrons who wish to smoke.

Occupational Health & Safety

In the interests of Occupational Health & Safety, Organisers may not enter the Kitchen/Back of House areas. All communications on the day must be made to the Function Coordinator, Toulia Giannopoulos.

By signing this form hereby agree to the Terms & Conditions set by The Grange Golf Club on behalf of:

Company: _____

Date of Function: _____

Name (printed): _____

Signature: _____

Date: _____

For and on behalf of the above named company

White Sands Drive, Grange SA 5023 Telephone (08) 8355 7100 Facsimile (08) 8355 7199

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