



# Forbes Golfie Functions

## Terms and conditions of hire

### 1. Booking Confirmation

Tentative bookings are held for a period of 14 days, after this time the booking will be released. To confirm a booking a completed and signed booking agreement is required. If you are reserving the function room for use at a minimum spend is required, your credit card details along with a booking deposit of \$250.

### 2. Final numbers

The number of guests attending the Event is required at least 7 days prior to the Event for catering & staffing needs. Once final numbers are given this will be taken as confirmed. The final invoice will then be issued.

### 3. Cancellation policy

Whilst we understand due to unforeseen circumstances, it may be necessary to cancel/postpone your Event, the following must apply: Any cancellations must be made in writing to your Event Coordinator seven (7) days prior to your Event date, to avoid being charged. Cancellations inside seven (7) days will be charged for room hire & catering. Non-appearance without said notification will not be applicable for a refund. Full Event payments are non-refundable & are not transferable for any other products or service.

### 4. Catering

All food and beverage items not on the regular bistro menu are special order items and as such are non-refundable within 7 business days of the event. Whilst every attempt will be made to facilitate alterations, FGSH cannot guarantee the availability of requested items at such late notice.

### 5. Outside Catering

FGSH does permit outside caterers to supply meals for certain functions. A request to use an outside caterer must be made at the time of booking and all caterers must be a licensed catering business with public liability insurance (see no.7 - Public liability insurance section). All outside catering must be approved by FGSH management.



## 6. Food allergies

Please advise details of guests with food allergies when confirming final numbers. Whilst our kitchen team will do their utmost to ensure the said allergen is not in the meals prepared, we cannot guarantee it as our kitchen does use a wide variety of ingredients on a daily basis.

## 7. Payment

All prices are inclusive of GST. If a deposit is required for your event it will be charged to your nominated credit card that is provided at time of confirmation. Payment of all pre-ordered food and beverage is required 72 hours prior to your event. **The remaining money owed is to be settled in full at the close of the event via your preferred method of payment.**

## 8. Public liability insurance

FGSH does hold Public Liability Insurance HOWEVER all external suppliers will be required to have their own Public Liability Insurance. No harm or damage to guests caused by any external supplier equipment, styling décor, furniture or goods are covered by FGSH

## 9. Decorations

Nothing is to be nailed, screwed, blue-tacked or adhered in any way to any wall, door, ceiling or other part of FGSH. All decorations must be approved by the Event Coordinator prior to the Party or Event.

## 10. Due care

Whilst our team will take care, no responsibility will be taken for damage or loss of goods, equipment or merchandise left on the premises prior to, during or after the Event. The following items are not permitted at your Event wax cakes (not in a glass vase), confetti, rice, streamer poppers, flower petals or sequin type scatters e.g. stars, hearts.

## 11. Security

Organisers/Hosts are financially liable for any damage sustained, or loss incurred to FGSH property, fixtures or fittings, through their own actions, those of their guests, sub contractors & contractors. Credit card details are required at the time of your booking to cover any damages that may occur. The contract will be supplied to you on the day of your booking to fill out & return to the Event Coordinator within 7 days. Credit Card details are the only form of security accepted.



## **12. Alcohol & decorum**

FGSH is a fully licensed venue. No BYO beverages are permitted. FGSH practice the Responsible Service of Alcohol. Whilst we encourage guests to enjoy themselves, we will not allow guests to drink to excess & place themselves & other guests at risk. Venue staff members are instructed to check ID's, not serve alcoholic beverages to guests under the age of 18 years, or to guests perceived to be close to or in a state of intoxication. All minors must be in the immediate presence of their legal guardian at all times in our venues. Please be aware management will support staff who refuse service to intoxicated, underage, quarrelsome, unruly or offensive guests. Such guests will be asked to remove themselves from the venue immediately.

## **13. Smoking**

In accordance with the NSW Health & Hygiene laws, smoking is not permitted inside FGSH. Guests will be directed to designated smoking areas.

## **14. Privacy Policy**

FGSH collects personal information to assist in the processing of reservations and delivery of services. The information is not shared with anyone other than the owners and your function coordinator. At any time you may ask for your personal details to be viewed or removed by contacting us by phone or email. All credit card details are destroyed after final payment has been made.

## **15. Early Access**

If access is required outside of normal hotel operating hours, request must be made at time of booking to allow for adequate staffing arrangements (extra charges may apply)

## **16. Out of bounds areas**

FGSH is a licenced venue, due to both legal and insurance reasons guests are forbidden from entering any kitchen area, bar area or storage area. Should you require assistance for any reason in these areas, please notify our staff and they will gladly help.

## **17. BYO**

No outside food or beverage may be brought into the premises for consumption. The only area where guests may self-cater is with prior booking of the BBQ area, this does not include alcohol or other drinks. (Cake is excluded). By undertaking a booking of the BBQ area hosts are to understand that they are responsible for the food safety of anything served within their party.



IT'S NOT JUST A PUB, IT'S THE GOLFIE IT'S NOT JUST A PUB, IT'S THE GOLFIE IT'S NOT JUST A PUB, IT'S THE GOLFIE IT'S NOT JUST A PUB, IT'S THE GOLFIE IT'S NOT JUST A PUB, IT'S THE GOLFIE

### BOOKING INFORMATION

Full Name \_\_\_\_\_

Contact Number \_\_\_\_\_

Contact Email \_\_\_\_\_

Date of Booking \_\_\_\_\_

Time \_\_\_\_\_

Number of Guests \_\_\_\_\_

Area to book \_\_\_\_\_

Special requests (fees may apply) \_\_\_\_\_

Catering \_\_\_\_\_

### PAYMENT DETAILS

Type of Card	VISA	MASTERCARD
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\_\_\_\_\_

Credit Card Number \_\_\_\_\_

CVC \_\_\_\_\_

Name on Credit Card \_\_\_\_\_

Expiry Date \_\_\_\_\_

Amount \_\_\_\_\_

Signature \_\_\_\_\_

I \_\_\_\_\_ agree to the above terms and conditions of hire

Please email this signed booking form back [functions@forbesgolfie.com.au](mailto:functions@forbesgolfie.com.au)

Note that your booking is not confirmed until this completed booking form is received.