

Thank you for enquiring at New Brighton Golf Club for your proposed function. I have pleasure in enclosing an information pack, for your perusal and consideration.

The Brighton Room is designed to cater for 100 persons seated or 150 standing with a minimum of 50 persons required to reserve the room. We can accommodate for smaller functions of 30 people or less in our La Bocca Family Restaurant, which offers a selection of entrée', main and desserts, for any special occasion.

If you have special meal requirement such as vegetarian or gluten free, please do not hesitate to discuss this with the writer.

Our children's menu caters for children under the age of 12 years.

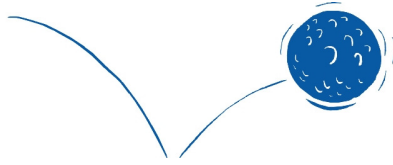
Unless otherwise specified, tables will be covered with white linen and cutlery. Folded linen napkins will only be provided where a sit down menu is to be provided. If you require any additional decorations or changes, please liaise with the writer.

Function times may vary depending on what time suits you best; however should your function be on a Saturday evening the function must close at 12pm. Last orders for beverages are called at 11.30pm.

The Function Room Hire charge is \$300 for a minimum four [4] hour period and thereafter at \$75 per hour. Should your Function commence at 7.00pm a one [1] hour period of grace will be offered between 11.00pm and Midnight.

With each package you have the option of selecting a choice from one of our beverage packages, these are priced per person. Alternatively you may have a dry till with your nominated amount.

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The following beverage packages are as follows:

**Option One:**

Minimum Spend - \$25 per person [minimum 50 persons]

This package can include any drinks our club has to offer, you may wish to include spirits, or alternatively you could only include local beer, local house wine & soft drinks. This package works the same way a dry till does. E.g. If you have 50 guests your till amount will be \$1,250.00. Upon reaching this amount you then have the option of adding extra money to the bar or your guests can then pay for their own drinks. Should your Dry Till amount be less than \$1,000 then you will be required to pay for the Staff wages incurred at that event as follows:-

Bar Supervisor : \$36.00 per hour [normally 7.00pm to Midnight – 5 Hours]  
Bar Staff: \$34.00 per hour [normally 7.00pm to Midnight – 5 Hours]

**Option Two:**

Unlimited Package - \$33.00 per person [minimum 50 persons]

This package includes unlimited local beer, local house wine, house spirits such as scotch, vodka ,gin, barcardi rum and soft drinks for a three [3] hour period. After this period guests may purchase their own drinks or a dry till can be organised for the remainder of the function.

Please do not hesitate to contact me on (02) 9602 8072 if I can be of further assistance to you.

Yours sincerely,

**Andrew Terry**  
General Manager

Encl:



## **New Brighton Golf Club Functions Policy & Room Hiring Agreement.**

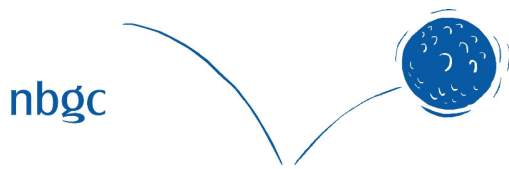
- **Birthday Parties** - The Club does not cater for birthday parties for persons under the age of 21.
- **21<sup>st</sup> Birthday Parties** - A bond of \$2,000.00 is required to be paid and will be refunded subject to a satisfactory inspection of the premises. All damage to the property of New Brighton Golf Club requiring repair work to be undertaken is to be paid for by the person responsible for the function booking.

Security guards are compulsory for all 21<sup>st</sup> Birthday Parties and the cost of providing security personal for the duration of the function will be passed onto the person responsible for the function booking.

- **Personal Liability** - The organiser of the event is personally responsible for any damages incurred throughout the duration of the event.
- **Accessibility** - At no time are guests allowed on the Golf Course, especially the greens. Guests must stay within the club premises. Photographs of the Wedding Party may be taken on the golf course but only with the express permission of the General Manager.
- Smoking is not permitted within the function room, smokers may utilise the deck to the Brighton Room.
- Persons under the age of 18 years are restricted to the immediate function room.
- **Surcharges** – A 15% surcharge applies to events on Sundays & Public Holidays.



- **Deposits** - A deposit of \$300 being the Room Hire fee for a minimum of four [4] hours is required to confirm the function. This deposit is not refundable but becomes part of the final payment. If a function is cancelled less than 7 days from the function date, the deposit is forfeited. Where the deposit is not received by the due date, we reserve the right to release the reservation.
- The total cost of the function is payable seven (7) days prior to the date of the function.
- The total number of persons attending the function is to be confirmed seven (7) days prior to the function. If the number of persons attending is increased and the Club's caterer is able to accommodate the increase, the cost of the additional persons attending the function will be charged at the price quoted per person when the function reservation was accepted and will be added to a revised final account.
- **Food & Beverages** - The supply of food & beverages by the client is prohibited.
- **The room is not provided for self catering.**
- The Children's menu is designed for children between the age of 4 and 12 years.
- Entertainers will be served a meal and unlimited soft drink at a charge of \$35 each.
- All packages are priced for bar service only. For table service, a cost of \$30 per hour per waiting attendant is charged up to midnight and \$50 per hour per waiting attendant after midnight.
- Beverage service will cease 15 minutes prior to the confirmed finishing time.
- The clubhouse is to close no later than midnight with the bar to close no later than 11.45pm.



- **Decorations** - We do not permit drawing pins or sticky tape on any permanent surface. Blu-tack may be used for balloons, streamers, and must be affixed as to not damage the walls of the club.
- Clients are permitted to decorate the room 4 hours before commencement or at an agreed time with the permission of the General Manager.
  
- **Responsible Service of Alcohol** – New Brighton Golf Club observes the law and our responsible service of alcohol policy which prevents the service of alcohol to people who are intoxicated or disorderly, people who are under 18 years of age, or people who buy alcohol for persons under 18 years of age.
- New Brighton Golf Club staff have the right to refuse service to any person who has committed the before mentioned acts.
  
- **Dress Regulations** – All patrons in attendance must abide by the clubs dress regulations.

I acknowledge the terms and conditions as set out above which I have read and agree to the terms of hiring.

Client Name: .....

Address: .....

.....

Signature: .....

Date: .....