

Booking Information for Room Hire Only

Deposit/Bond:

A \$1000 fee is required to reserve the Club's facilities for the date and time required. This payment is used as a deposit to confirm the booking and also as a bond to cover any damage, breakages or extra cleaning of the kitchen, bar or function room. This deposit will be refunded in full after the event once an inspection on the premises has been completed.

Room Hire:

A \$2500 fee applies to hire the function room. It includes the following;

- access to dining and kitchen facilities two hours prior to event start time.
- Pymble Golf Club supervisor for the duration of the event
- hire of kitchen facilities (excluding crockery & cutlery)
- hire of function bar and glassware (excluding use of post mix and beer taps)
- hire of tables & chairs
- hire of dance floor
- hire of lectern and microphones

Payment:

Final payment is to be made two weeks prior to the date of the function.

Cancellation Policy:

In the event of cancellation the deposit is non refundable unless six months notice is given or the room can be re sold.

In the clubhouse:

Dress rules apply. It is advisable to print either semi-formal or formal on your invitations. Denim is not permitted in the clubhouse.

The function room and clubhouse is a smoke free area, however patrons are allowed to smoke on outside terrace area.

Confetti or similar substances are not to be thrown in the clubhouse, or an additional cleaning charge may apply.

Staff:

Service provided by additional Pymble Golf Club food and beverage attendants is not included in the price of the function. Additional charges for this service will apply.

Hours:

All receptions are a five hour booking, with an additional half hour allowed for guests to vacate the premises. An additional two hours set up time prior to the event starting time is permitted. The latest time for the venue to stop any music and bar service is 12 Midnight.

Table Setting:

A detailed floor plan listing table configurations and room layout are to be submitted to the office one week prior to the function date.

Function:

The function room can accommodate 160 guests with a dance floor and 200 without a dance floor. The function room has round tables seating 8-10 guests.

Damage:

Any damage to the clubhouse, furniture, course or equipment is the responsibility of the function organiser. Please ensure that the dining room, kitchen and bar are left in a tidy and clean state. If the supervisor on duty, at the completion of the event notes that the venue is left in an unsatisfactory state, then the \$250 fee will not be refunded.

Prices subject to alteration:

Prices charged are those in effect one month prior to the function. Please note all prices are GST inclusive.

Pymble Golf Club