

---

# Function and events

## Terms and Conditions

---

All prices quoted are GST inclusive.

It is club policy that function organisers are not permitted to provide their own food or drinks for functions held at Muirfield Golf Club.

## Bookings

Function bookings can be tentatively held for fourteen (14) days. If confirmation is not received at the close of business on the fourteenth day, we will assume that you no longer require us to hold this date and therefore it will automatically be released and become available to others. Final payment of catering accounts will be required fourteen (14) days prior to the event.

## Confirmation

To confirm your booking a deposit of \$500 is required to secure your wedding reception and give you exclusive use of the function room. The \$500 deposit may be held as a bond against any incidence of any damage to Club property during your event. The deposit is refundable at the conclusion of your function. This is refunded by way of a Club cheque.

## Minimum Numbers

The confirmed number of guests attending the reception is required fourteen (10) days prior to the event date. This number will be regarded as the minimum number for catering and you will be charged at the full quoted price.

Minimum number for catering is forty (40) guests. Thirty (30) guest minimum exclusive use of restaurant.

## Cancellation

If the function is cancelled the deposit is non refundable. 50% of the catering costs (including the initial booking confirmation) will be required immediately if written notification is received within 30 days of the booked date. If the function is cancelled less than 7 days prior to the date, the total catering costs will be charged based on confirmed numbers.

## Sunday and Public Holiday Function Policy

A surcharge of ten percent (10%) will be charged on the total catering account of any Sunday or public holiday function.

---

---

# Function and events

## Terms and Conditions

---

### Arrival

Due to the heavy schedule of the golf and social events at the club, we ask that your guests arrive no earlier than half an hour prior to your time that you have booked at the club. This will require clear communication on your invitations.

If the ceremony is to be held on the course the time will be no earlier than 4.00pm in winter and 4.30pm in summer months.

### Security Charge

For twenty first birthday celebrations the Club will provide a Door Person to screen arrivals and monitor behaviour. His services are charged at \$150 and are provided for the duration of the function.

### Duration of Functions

Functions are booked for a five (5) hour period.

Extension of time is possible but must be arranged when booking. A standard charge of \$5 per guest per hour.

### Menu Options

We are happy to assist you with your catering requirements, however to ensure your needs are met, we require your menu selection at least fourteen (14) days prior to your function.

Photographers, disc jockeys, videographers and professional masters of ceremonies require a meal as part of their contract. We provide separate seating for them in the Members' area of the Clubhouse and a main course which is charged at \$25.00.

---

---

# Function and events

## Terms and Conditions

---

### Beverage Policy

Club staff are not permitted to serve alcohol to minors and intoxicated guests under the NSW Liquor Act 1982. Club policy does not permit members and guests to bring their own alcohol onto the premises. All beverage costs are calculated on a consumption basis, however we can provide a drinks package should it be required. (Wedding packages have drinks calculated into the price). If a drinks package is selected it will run for a period of four and three quarter hours. Should a drinks package be selected and the function extended beyond the five hours, the drinks consumed in the extra time will be charged on consumption. The account will require payment at the conclusion of the function.

The bar will close fifteen (15) minutes prior to the end of the function. Beverage accounts require payment at the conclusion of the event.

### Cleaning

The use of Confetti, rice or similar is **strictly prohibited**. A cleaning charge of at least \$50 applies if deemed necessary.

### Standard of Attire / Dress Policy

The Club has a minimum standard of dress applicable at all times and to all persons in the Club. A copy of the Clubs Dress Policy is available on request and listed on the signs in the foyer and entrance points of the Club House. Management and staff of the Club reserve the right to refuse admittance to any person not complying with the Dress Policy.

### Insurance

The organiser of the event is financially responsible for any damage sustained to Club property during the function. Access to the golf course during functions is strictly prohibited. The Club will not accept responsibility for the loss or damage to any property left on the premises, or Club car-park prior to, during or after the function.

---

---

## Function and events

### Terms and Conditions

---

#### Guest Lists

The client must arrange for at least one attendee to join the Club as a House Member who will be required to sign in all other guests on arrival and must be in attendance for the entire function.

#### Photography

The Club reserves the right to take photographs of any function held on the premises for future promotional or marketing purposes. The Club is entitled to use these photographs without any further notice or compensation.

#### Entertainment and Special Acts

Entertainment and special acts can also be organised by the guest at their own cost. You must confirm all details relating to non-club organised entertainment and special acts prior to the commencement of the function. The Club will not be responsible for the additional costs relating to special equipment, food/drink or other required by such entertainment. Due to licensing laws all entertainment must cease by midnight. No pyrotechnic or smoke producing equipment is allowed under any circumstance.

#### Club Policy

It is against state law (Food Safety Act) for food or alcohol to be brought onto the Club premises. Exception, by prior arrangement, can be made for special items such as wedding and birthday cakes. The Club practices the Responsible Service of Alcohol and any person judged by the Management or Staff to be approaching an inebriated state must vacate the premises when asked to do so. The Duty Manager's decision in Club related matters is final.



---

# Function and events

## Terms and Conditions

---

### ORDER OF EVENTS

#### Suggested Reception format for weddings

Pre Dinner Drinks

Guests invited to take their seats

MC announces arrival of bridal party

Bridal party arrival

The bridal party is then invited to take their seats

MC welcomes all guests

Entree meal is served

Main meal is served

Dessert is served

Champagne is served in readiness for speeches to follow:

Toast to the Bride and Groom

Groom responds - ending with a toast to the Bridesmaids

Best man responds on behalf of the Bridesmaids

Toast to Bride's parents

Response by Father or representative of the Bride

Toast to Groom's parents

Groom's Father or representative responds

Any letter-grams to be read out by Groomsmen

Toast to absent friends

Cake cutting

Bridal waltz, guests dancing and mingling

Bouquet, garter and farewell are usually announced and attended to by the MC

Guests see off the bride and groom

Parent's farewell guests

---

# Function and events

## Terms and Conditions

---



I have read and accept the terms and conditions of Muirfield Golf Club

Name of function: .....

Contact.....Email.....

Address.....

.....

Tel.no.....Mbl.....

Date of function.....

Function start.....

Function finish.....

Number confirmed.....

Number of adults.....

Number of children.....

Number of Entertainers/Photographers.....

Bar required yes/no bar start.....

Dry till yes/no limit \$.....

Beverage package.....

---

# Function and events

## Terms and Conditions

---

**Catering yes/no**

**Type of catering**.....

.....

**Meal time/s**.....

**Special requests**.....

**ER**.....

**Signature**

.....

**Date**.....

**CREDIT CARD AUTHORITY – ACCEPTED CARDS –**  
VISA.....MASTERCARD.....

**NAME ON CARD**.....

**AMOUNT \$**.....

**CREDIT CARD NO.**    -- -- -- / -- -- -- / -- -- -- / -- -- --  
**EXPIRY DATE**        -- -- / -- --

**Please take the invoice payment from this credit card.**

**SIGNATURE OF CARDHOLDER** -----

**DATE**-----

**Please complete the booking form and return to Muirfield Golf Club. Functions are not confirmed until this form is completed and returned and a deposit has been paid.**

**Fax: (02) 9871 3876**  
**Email: [admin@muirfieldgolf.com.au](mailto:admin@muirfieldgolf.com.au)**

---

