



Manly Golf Club Ltd

38 Balgowlah Road, Manly 2095
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MANLY GOLF CLUB WEDDING PACKAGES

*The prices below are valid for all weddings during the period
01/06/09 TO 31/12/10*

“Fairway” Package @ \$132.00 per person

“Links” Package @ \$147.00 per person

“Manly” Package @ \$175.00 per person

Cocktail Reception Package @ \$130.00 per person

TERMS and CONDITIONS

Confirmation of booking

To confirm your booking we require an initial security deposit of \$2,000.00 (credited towards the final account) and a signed copy of the terms and conditions, along with a completed Booking confirmation sheet.

Where the deposit and this signed agreement are not received within 14 days of a tentative booking being placed, Manly Golf Club reserves the right to release the booking. Once the signed contract and deposit is received the booking is deemed confirmed. Until such time, the booking remains tentative.

Cancellation policies

If your reception is cancelled 91 days or more prior to the reception date, the initial security deposit will be applied as a cancellation fee unless the space booked is completely resold.

Any cancellation 90-61 days prior to your reception date, a fee of 25% of the total estimated event cost will apply.

Any cancellation 60-14 days prior to your reception date, your initial deposit of \$2000 plus the additional \$5000 progress payment will be forfeited.

Any cancellation less than 14 days prior to your reception date, a fee of 100% of the total estimated event cost will apply. Transference of any date is at the discretion of management.

Cancellations must be confirmed to the Club in writing.

Note: Total event costs include all catering and beverage packages, room hire (if applicable), decorating and entertainment (if booked through the Club).

Guaranteed Number

The guaranteed number of guests attending is required 14 days prior to the reception. Catering will be provided for this number and this will be the minimum number charged irrespective of last minute cancellations.

Please note: A minimum number / charge of 80 adult guests applies **irrespective of final guest numbers.**

Food and Beverages

The Menu packages contained herein are subject to change without notice.

Packages are valid until 31st December 2010. Due to food and beverage price increases, Manly Golf Club cannot guarantee prices will not increase prior to your wedding date, however we will guarantee that any increase will not exceed 5% of your chosen package.

Food or beverages of any kind are not permitted to be brought onto Manly Golf Club premises without prior consent from the Function Co-ordinator.

Beverage lists and wine lists are subject to revision without notice.

Surcharges (all surcharges are calculated on the Fairway Package pricing)

Sunday receptions A surcharge of 5% per person applies
Public Holiday receptions A surcharge of 10% per person applies

Terms of payment

On confirmation of booking: **\$2,000.00 security deposit**

60 days prior to reception: **\$5,000.00 progress payment is required**

Final payment: **Due 14 days prior along with confirmation of guest numbers**

Any late charges or extra beverages must be paid in full prior to departure at the end of your reception.

Payment can be made by Visa or MasterCard (Merchant fees of 1.5% apply) cash, money order or bank cheque. Please make all cheques payable to Manly Golf Club

Times of reception

Cocktail and luncheon receptions are based on 4 hours with all evening receptions based on 5 hours. An extension of time (maximum 1 hour) is available at a surcharge of \$5.00 per person per hour, or part thereof.

Friday and Saturday The Clubhouse is available until midnight

Sunday to Thursday The Clubhouse is available until 11pm

Please note: the bar must close 15 minutes prior to the completion of your reception

*Please note as MGC is a private club we are not able to receive guests prior to the commencement of your reception. Please ensure all guests are advised of this at the time of invitations.

Insurance

Manly Golf Club will endeavour to take every possible care but accepts no responsibility for damage to, or loss of, merchandise or personal belongings left in the Club prior to, during or after the reception.

Damage

Organisers are financially liable for any damage sustained, or loss incurred to Manly Golf Club property, fixtures or fittings, through their own actions, those of their guests, sub-contractors and contractors.

Decorations

Nothing is to be nailed, screwed or adhered in any way to any wall, door or other part of the Clubhouse. All decorations are to be approved by the Function Co-ordinator prior to the reception.

Smoking

Smoking is prohibited anywhere within the Clubhouse however guests may smoke on the balcony.

Golf Course

All guests and invitees are specifically precluded from entering onto the Golf Course.

Noise

The Club cannot be held responsible for any noise occurring outside of the Club grounds.

Responsible service of alcohol

In accordance with the provisions of liquor laws of New South Wales, Manly Golf Club adopts a policy of responsible service of alcohol. This policy requires that alcohol must not be served to guests who are intoxicated or to underage guests. If, during the course of your reception, the management of Manly Golf Club are of the opinion that a guest or guests have become intoxicated, the Club reserves the right to suspend service of alcohol to any such guest/s, and/or to require such guest/s to leave the licensed area of the Club. If this occurs, you will be informed immediately and your assistance is requested to ensure the minimum of disruption to your reception and to the enjoyment of other guests.

Food Allergies

Please advise details of guest with food allergies when confirming final numbers. Whilst the chef and kitchen staff 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.

Please sign and return one copy of this agreement to Manly Golf Club along with the Deposit requested as acceptance of the terms and conditions outlined in order to confirm your booking. A Copy of this agreement, will not be accepted without receipt of a deposit.

Agreement:

We acknowledge that We have read and understood the above terms and

Conditions.

Name of Bride :.....

Name of Groom :.....

Date of wedding reception:.....

Address:.....

Telephone: ()**Fax:**().....

Mobile telephone:.....

Bride's Signature.....

Groom's Signature:.....

Date:.....

Office use only: Date rec'd: By whom:

Thank you for choosing Manly Golf Club as the venue for your wedding reception.

BOOKING CONFIRMATION

Thank you for choosing Manly Golf Club as the venue for your wedding reception.

Please fill in the relevant spaces below and return this form with your deposit and the signed copy of our Terms and Conditions.

To confirm your booking **Manly Golf Club, 38 Balgowlah Road, Manly, NSW, 2095 or P.O. Box 166, Manly, NSW, 1655**

Date of Wedding Reception :

Name of Bride :
Telephone :

Name of Groom :
Telephone :

Address for all Correspondence :

Email address :

Who will be hosting the wedding?:

Address :

Telephone :

Who will be your M.C. :
Telephone :

Wedding ceremony venue :

Time of wedding ceremony :

Time of wedding reception :

Number of guests expected :

Number on Bridal Table :

All other details pertaining to your wedding will be discussed with you personally.

We look forward to being of service - Thank you