

Functions and Events Enquiry

Please return form to reception@oceanshorescc.com.au

YOUR DETAILS

Company / Organisation Name

Contact First Name

Last Name

Contact Phone

Contact Email

EVENT / FUNCTION DETAILS

Event Date

Event Start Time

Event End Time

Number of Attendees

Number of Minors *

* Please note there are special rules for events attended by minors

Does your event require catering? **If yes, please complete the catering requirements section attached.** A deposit is required to confirm all catering.

Yes

No

Please note, all catering must be discussed and organised via **Pacific Breeze Restaurant:**
oceanshoresgolf@gmail.com

All catering enquiries & catering payments go through Pacific Breeze Restaurant

Do you require a bar tab?

All bar tab accounts to be settled on the completion on the day of your event.

Yes

No

If yes, please complete the next section with details of your bar tab arrangements.

Bar Tab Total

Drinks Included

\$

Soft Drink Jugs included:

Wines: (Please see bar wine list)

Special Requirements: (please include room layout for chairs & tables, attach a diagram if required)

Area	Description	GST Inclusive
The Front Deck	Full Front Deck (seat up to 80 ppl)	\$350
	Half Front Deck (seat up to 40 ppl)	\$150
The Pacific Room	Full Room and Full Front Deck (seat up to 180 ppl)	\$650
	Full Pacific Room only (seat up to 100ppl comfortably)	\$350
	½ Pac Room (seat up to 60 ppl)	\$150
The Sunset Lounge	Seat up to 40 ppl	\$66
Koonyum Deck	Seats up to 60 ppl	\$100
The Board Room	Seat up to 12 ppl	\$55
Lawn Bowls	Full Green Hire	\$300
	Green Fee per person (potentially sharing with other group)	\$10 pp
Wedding Ceremony (Golf Course)		\$500

Additional Information and Conditions

Access for decorating is 2 hours prior to function start time.

Existing chairs in all of the above areas must remain.

Seating capability may vary slightly depending on your functions requirements (ie if theatre style set up or tables and chairs required - please contact the office on 02 6680 1008 to discuss your specific needs).

All other services are available for hire. Please discuss further when booking your function.

Item	Costs are GST exclusive
iPod Speaker	\$30
Table Cloth	\$15
Table Runners	\$3
Seat Covers	\$5
Round Function Tables	Included in room hire
Television & DVD Projector	\$50

Included in Room Hire

White Board

Projector Screen

Lecturn

Microphone

TERMS AND CONDITIONS

Bookings and Deposits

Full room hire fee and signed agreement is required to confirm your booking.

Confirmation of numbers

Agreed minimum catering numbers are to be confirmed fourteen (14) days prior to the event, at which time numbers can only be increased, should numbers decrease after this date minimum numbers will be charged.

Final numbers are to be confirmed seven (7) days prior to the event with full payment required at this time. Increase to minimum numbers will need to be paid for on the day of the function.

Cancellations

Notification of cancellation of room hire up until 2 weeks prior to the scheduled event - full refund.

Notification of cancellation after 2 weeks prior to the scheduled event - 50% refund room hire full refund on catering ordered.

Notification of cancellation within 1 week prior to the scheduled event- no refund on room hire and a 50% fee charged on all catering ordered.

Food and Beverage

Special Dietary requirements - Should you require special meals, please notify the Functions Department prior to your function. As you can appreciate there are now several types of meal requirements and these cannot be produced on demand unless specifically ordered prior to your event. We require seven (7) days' notice for ALL dietary requests.

Menu Pricing - Every effort is made by the Club to hold menu prices as printed, however menu prices may vary slightly on occasion at the discretion of management.

Due to health regulations, Ocean Shores Country Club does not permit patrons, guests or invitees to bring items of food and beverage on the premises. Likewise, no food or beverages can be removed from the premises. Cakes for special occasions are exempt from this rule. Please provide prior notice if bringing a cake. Charges per person apply if you require staff to cut and serve your own cake.

Costs of meals for DJs, bands, entertainers etc. will be added to the client's account and these are not automatically included in your function. Should you require meals for such, the Club requires seven (7) days' notice. These meals will not be produced on demand.

Liquor - The Club does not permit alcohol to be brought in from outside of the Club. Should you have any special liquor requirements, our Beverage Manager would be happy to discuss your needs. Alcohol is not permitted to be taken off the premises after 11pm. This includes alcohol provided as prizes or gifts.

Responsible Service of Alcohol - Serious fines are in place for minors who obtain alcohol on a licensed premise to both the venue and the minor. Sufficient photo identification must be produced to provide evidence of age. Fines are also in place for people who buy or supply minors with liquor. Management and Staff are required by law to refuse you liquor service if you are under 18 years of age or unduly intoxicated, and/or creating a disturbance. All guests under the age of 18 years must have their legal guardian remain on the premises at all times during the visit to the Club.

For further information, please visit www.olqr.nsw.gov.au

Floor plans

Seating plans must be provided seven (7) days prior to the commencement of your function. The Functions Department is more than happy to advise on function room specifications.

Ocean Shores Country Club reserves the right to rearrange or adjust specified room set-ups to ensure Workplace Health and Safety Regulations are adhered to.

Audio Visual

The club provides in house audio visual equipment, charges usually apply for all special equipment or facilities provided for each function - please discuss costs and needs with Functions Coordinator.

Should you wish you to bring in an outside contractor, please liaise with the club to arrange delivery and set up.

The event organizer is responsible for any IT setup.

Delivery and Collection of Goods

The Club may accept delivery of goods for conferences, exhibitions and events, no more than 2 working days prior to the event and must be collected within 2 working days after the conclusion of the function or event. Please confirm details prior to delivery.

Damage to Club Property

No sticky tape, pins, nails, or similar items may be affixed to the walls of the club. For any items necessitating adhesive application please coordinate with the function manager for approval.

Any damages incurred or unauthorized equipment used may result in charges to the event organizer for repairs. This includes damage to fittings, furnishings, walls or glass damaged by attendees of your event.

Private Property/Outside Contractors

Outside Contractors are required to liaise with the Functions Manager to ensure WH&S or other permissions are adhered to.

The Club will take all necessary care but will not accept responsibility for damage or loss of any client's, guests or contractors property in the Club before, during or after a function.

Privacy

Ocean Shores Country Club is committed to the privacy of your personal information such as your name, address, gender etc supplied by you in your interaction with the Club under the Privacy Act 1988 (Commonwealth and the Privacy Amendments Act 2012).

Credit Card Payments

Surcharges may apply to clients using credit cards for payment.

Please sign below to acknowledge your acceptance of these terms.

Signature

Date

OFFICE USE ONLY	Staff member taking booking		Invoice Number
	Total Room Hire Amount	Deposit Amount	Invoice Date
	\$ _____	\$ _____	Paid On