



# *Corporate Golf Day*

## *Application Form*

### CLIENT DETAILS

Name of Business \_\_\_\_\_

Contact Person \_\_\_\_\_ Position (Title) \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

Event Date \_\_\_\_\_

Number of Players Expected \_\_\_\_\_

Preferred Tee Off Time \_\_\_\_\_ Course \_\_\_\_\_

Motorised Carts Required (\$45 per cart) \_\_\_\_\_

### PROFESSIONAL SERVICES REQUIRED

(an account needs to be established separately with Club Professional)

Hire Sets/Hire Buggies – to be booked by individuals

Clinic Yes  No

Practice Balls Charged to individuals  Corporate Account

Nearest the Pins & Long Drives Yes  No  Number \_\_\_\_\_

Other (please specify) \_\_\_\_\_

**SIGNAGE REQUIREMENTS**

On Course (to be organised through Events Corp Signage – contact Warren Woods on 0419 841 869)

Clubhouse \_\_\_\_\_

**CATERING REQUIREMENTS**

(Please detail likely requirements)

**Food** Pre Hit Off \_\_\_\_\_

\_\_\_\_\_

On Course \_\_\_\_\_

\_\_\_\_\_

Lunch/Dinner \_\_\_\_\_

\_\_\_\_\_

**Drinks** Pre Hit Off \_\_\_\_\_

\_\_\_\_\_

On Course \_\_\_\_\_

\_\_\_\_\_

Lunch/Dinner \_\_\_\_\_

\_\_\_\_\_

**OTHER REQUIREMENTS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TERMS & CONDITIONS**

On behalf of the above named company I hereby agree to the Terms & Conditions for Corporate Golf Events as set by The Grange Golf Club.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name (printed)**

\_\_\_\_\_  
**Position**

# Terms & Conditions

We look forward to being of assistance in the planning of your Corporate Golf Day. It is most important that you be completely familiar with our Terms and Conditions. We will happily assist with any queries.

All bookings are made upon, and are subject to, the Terms and Conditions as determined by The Grange Golf Club upon the following conditions.

## Bookings & Deposit

On receipt of an enquiry a tentative booking will be made on behalf of the organisation but is only valid for one week from the date of booking. A letter acknowledging the enquiry, together with an Application for Corporate Golf Event form will be forwarded shortly thereafter. No reservation is deemed confirmed until a deposit of the invoiced amount is received by the Club.

A deposit of \$1000.00 is required on approval of your Application. The management of the Club reserves the right to cancel the booking if confirmation and deposit is not received by the due date. The deposit is non-refundable and generally non-transferable, i.e. may not be transferred to an alternate date.

Payment of the deposit is required within 7 days of the date of invoice. The deposit amount will be credited to the account for the corporate event. Receipt of payment of the deposit amount will be deemed as confirmation of the booking and your agreement to the Terms & Conditions as contained herein.

## Application Form

The completed Application Form must be returned to the Club on or before the prescribed date (within 14 days of the date of enquiry). The details provided via the Application Form should represent a reasonable estimate of the anticipated numbers and requirements of the corporate Event. Non-receipt of the Application Form by the prescribed date may result in forfeiture of the booking.

## Green Fee

The designated days for corporate golf days are Monday and Friday, with no minimum number of players required. The green fee for Corporate Golf Events is determined by the Club Committee and reviewed on an annual basis. Please be aware that the pricing structure below will depend on the number of players booked.

	EAST	WEST
Corporate Golf Days (Monday - min 25 players)	\$75.00 inc GST	\$90.00 inc GST
Corporate Golf Days (Friday - min 25 players)	\$85.00 inc GST	\$100.00 inc GST
Group Bookings (Monday - less than 25 players)	\$90.00 inc GST	\$105.00 inc GST
Group Bookings (Friday - less than 25 players)	\$100.00 inc GST	\$115.00 inc GST

Final numbers for golf must be notified to the Club at least five (5) working days prior to the date of the event. This number will be the basis on which the invoice for the event is prepared, irrespective of whether a lesser number attend on the day. Obviously if more attend, the number present will be the basis of a charge.

## Payment Terms

The quoted prices are valid for a period of 6 months from the booking date. Please be aware that function dates beyond this period may be subject to CPI price increases. Every endeavour will be made to maintain prices as printed; however, these prices are subject to alterations without notice.

All expenses incurred in relation to the conduct of the Corporate Event, less the deposit amount paid, will be invoiced as soon as practicable after the event. Final payment is due within seven (7) days from the date of the invoice.

## Minimum Charges

Green fees will incur a charge of not less than 90% of the expected Number of Players stated in the Application Form, or the actual number attending on the day, whatever is greater. A list of players must be faxed to the office on the day prior to the event to confirm numbers.

## **Cancellation**

### Effected by Client

Written notice of cancellation is required. Fees incurred for cancellation is loss of the deposit amount, plus any other expenses incurred on behalf of the client.

### Effected by Club

The Club reserves the right to cancel or, where possible, reschedule an event to a mutually agreed date:

- a. In the event of circumstances beyond our control, and
- b. In the event that the course becomes unplayable due to weather conditions such as excessive rain.

The deposit amount will be refunded or transferred to an alternate date in either of these cases.

## **Dress Code & Footwear**

Refer to The Grange Golf Club's Dress Code attached. These standards are set for the betterment of the Club and it is essential that members and guests adhere to these standards. Dress requirements are conveniently displayed in the Clubhouse and Professional Shop. Persons not correctly attired will be required to leave the Clubhouse or Course.

## **Signage**

### On Course

All on course signage is to be arranged through Events Corp Signage – contact Warren Woods on 0419 841 869.

### Clubhouse

Signage to be installed within the Clubhouse is to be arranged through our Marketing & Events Manager, Elle Eckermann.

## **Club Professional**

Should your organisation require the services of a Golf Professional for the event, e.g. for tuition or a clinic, the first option must be offered to the Club Professional, Warren Mercer. If the Club Professional is unavailable, his express permission must be sought and obtained to contract the services of another Golf Professional. All expenses incurred in the Professional Shop will be billed separately and must be paid direct to Warren Mercer. Arrangements should be made direct with the Club Professional, Warren Mercer – telephone (08) 8356 3070.

No other sales competitor to be allowed to advertise or promote sales on course or clubhouse without permission.

## **Damage**

The organisation will be responsible for expenses incurred by the Club to repair damage to the Course, Clubhouse, or property belonging to third parties caused by participants of a Corporate Golf Event. The Club will not accept any responsibility for damage or loss of merchandise left in the Club prior, during or after the function. Organisers should arrange their own insurance and/or security.

The Club reserves the right to exclude or eject any or all objectionable persons from the function or the Club premises without liability.

It is understood that the client will conduct the function in an orderly manner in full compliance with Club management and applicable laws.

## **Catering Cart**

The Catering Cart is available on course to deliver food and refreshments. The Grange Golf Club will provide the driver of the cart with the total cost for cart and driver being \$200.00.

## **Catering**

### Food

Final numbers for catering purposes must be notified to the Club at least five (5) working days prior to the date of the event. This number will be the basis on which the invoice for the event is prepared, irrespective of whether a lesser number attend on the day. Obviously if more attend, the number present will be the basis of a charge. All food, both on course and in the Clubhouse, must be purchased from The Grange Golf Club. Menu details are required four weeks prior to the function, to ensure the quality and availability of foods.

Refreshments

All refreshments, both on course and in the Clubhouse, must be purchased from The Grange Golf Club and will be charged on consumption. Selection and price of wines is dependent on stock on hand and availability at the time of the Event. If supplying own wine a corkage fee will apply.

No food or beverage will be permitted to be brought into the Club for consumption at the function by the organisers or any persons attending the function unless approved by the General Manager. No food or beverage shall be removed from the Club following the event.

**Shotgun Starts**

During the months of September and April inclusive morning shotgun starts can commence no later than 8:30am and afternoon shotgun starts no earlier than 12:30pm.

During the months of May and August inclusive morning shotgun starts can commence no later than 8:30am and afternoon shotgun starts no earlier than 12 noon.

The following number of players are required for shotgun starts:

- 88+ players = 18 Holes
- 73 to 87 players = 15 Holes maximum
- 57 to 72 players = 12 Holes maximum
- 40 to 56 players = 9 Holes maximum
- Less than 40 players = by arrangement

**Hire Charges**

The Organisation will be responsible for all hire charges associated with the function and these will be invoiced at cost.

**Smoking**

Smoking is totally prohibited in the Clubhouse. Ashtrays are provided under the balcony for patrons who wish to smoke.

**Amateur Status**

Organisations must ensure that any prizes or testimonials awarded are not in contravention of the Rules of Amateur Status as defined by The Royal & Ancient Golf Club of St Andrews and supervised by the Australian Golf Union. Generally, Prizes/Prize Vouchers to any one player must not exceed a retail value of \$750.

Queries regarding Amateur Status can be directed to the South Australian Golf Association – Telephone 08 8352 6899.

**Occupational Health & Safety**

In the interests of Occupational Health & Safety, Organisers may not enter the Kitchen/Back of House areas. All communications on the day must be made to the Function Coordinator, Toula Giannopoulos.

**On behalf of the above named company I hereby agree to the Terms & Conditions for Corporate Golf Events as set by The Grange Golf Club.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (printed) \_\_\_\_\_ Position: \_\_\_\_\_