

6931 6275

open to public  
7 days

# Wagga City Golf Club

## FUNCTION PACKAGE

*Welcome*

*It is with pleasure that the Wagga City Golf Club present to you its Function, & Special Event Packages, designed with flexibility in mind, so you may choose what best suits your special day.*

*The Wagga Golf Club is your ideal place for your wedding, special event, corporate or charity golf day. The Club and Pro Shop is operated and managed by the Professional Scott Lennox.*

*Scott prides himself in consistently delivering exceptional service with a flexible and friendly attitude leaving you free to enjoy the festivities. He will work closely with you from the inception providing personalised service, guidance and advice throughout the planning process. Whatever your needs, he can tailor make your event by offering advice on set-ups and room layouts.*

*The Lounge is the main function centre and is versatile enough to cater for many different styles. The outside balcony is located off the main lounge and is the perfect place for enjoying pre-dinner drinks and Hors D'oeuvres or that exotic cocktail as you watch the sun set over our beautiful Golf Course.*

*Scott extends an invitation to make an appointment to discuss your function requirements over a coffee and to view the facilities ~ we think you'll be impressed.*

*The Wagga Golf Club is becoming the premier golfing facility in the district and a showpiece for country golf in NSW. The Clubhouse has undergone major development with a new resort style veranda overlooking the course.*

*If you should require any further information, please do not hesitate to contact Scott, he will be only too happy to assist you with your queries.*

Functions Coordinator: Scott Lennox  
Wagga City Golf Club  
PO Box 461, Wagga Wagga NSW 2650  
Telephone 02 6931 6275 Facsimile 02 6931 2204  
Email [scott@waggagolf.com.au](mailto:scott@waggagolf.com.au)

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## The Function Centre

**Available:** Monday to Sunday from 10:00am to 12 midnight

**Capacity:** 220 seated  
280 Cocktail Party

**Facilities:** Standard Equipment available on request  
Light Lunch available on request  
Bar service available on request

**Hire Rates: \$350:00 with Bar Facilities**

**\$200:00 without Bar Facilities**

## Hire Costs

*The room rates include the following:*

- Room Set-Up,
- Standard Equipment
- Bar Staff
- Tables and Chairs
- Waterfalls and Lighting
- Venue Hire
- Overhead costs
- Cleaning requirements

*They do not include the catering and beverage prices or the following:*

- Seat Covers / Bridal Table Set-Up,
- Decorations
- Music, Jukebox etc
- Tray Service Staff:

## Venue Hire

Note 1: The Club-house Balcony is part of the Main Lounge Hire.

Note 2: Outdoor functions may require an application to be submitted to the local council.

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## **Standard Equipment**

*The use of our Standard Equipment is part of the room rates*

<input type="checkbox"/> Data Projector & Screen	Standard Equipment
<input type="checkbox"/> Lectern:	Standard Equipment
<input type="checkbox"/> Microphone:	Standard Equipment
<input type="checkbox"/> TV Monitor	Standard Equipment
<input type="checkbox"/> Whiteboard & Markers:	Standard Equipment

## **Additional Costs**

*The Hire of specialist equipment can be organised on request, however, an appropriate charge will be incurred in utilising these services.*

<input type="checkbox"/> Video / DVD Player:	\$ Cost Negotiated
<input type="checkbox"/> Laptop Computer	\$ Cost Negotiated
<input type="checkbox"/> Coach Hire transportation:	\$ Cost Negotiated
<input type="checkbox"/> Flip chart:	\$25.00 per day
<input type="checkbox"/> Overhead Projector:	\$20.00 per day
<input type="checkbox"/> Tray Service Staff:	\$40.00 per hour

## **Decorations**

*We exclusively cater for all your wedding and function decorating needs, we hire the following:*

- Helium Balloons;
- Chair Covers & Sashes
- Cloth Serviette
- Table Linen
- Fairy lights
- Back drops
- Wishing Wells
- Centre pieces

## **DJ Services**

Do it yourself or hire our experienced DJ for the night. Download information.

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## Catering

Executive Chef's Craig Wilson or Marc Collins of **Lime Leaf Catering** can be contacted on: 0432 911963 or 0401825008 for all your catering needs, or to discuss your personal requirements.

## Terms & Conditions

### Site Inspections

An invitation is extended to you to view our facilities and discuss your function requirements. Please phone to arrange a suitable time;

*In order that we may satisfy your function needs to the fullest, I draw your attention to the following requirements:*

### Bookings

- ☑ Tentative reservation can only be held for a maximum of fourteen (14) days.
  - ☑ Bookings are considered confirmed upon receipt of the required deposit which will be advised at the time of the enquiry along with the original signed Terms & conditions.
  - ☑ Cancellations must be advised in writing with a full refund if cancelled 30 days prior to the proposed event.
  - ☑ Cheques should be made payable to Green Bada Pty. Ltd.
- The Wagga City Golf Club reserves the right to cancel non confirmed bookings after fourteen (14) days.*

### Compliance

☑ Clients will be responsible for ensuring the orderly conduct of guests during the duration of their time within the Wagga City Golf Club premises. Club Management reserves the right to intervene when necessary. The client must remain on the premises at all times due to Club Policy of signing in guests.

### Non Smoking Policy

☑ Smoking is not permitted in any internal area of the Clubhouse.

### Seating

*To achieve the highest possible standards of service and to adequately cater and supply staff for your function we ask for confirmation in writing of the following:*

☑ The confirmed number for seating is required seven (7) days prior to the event.

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## **Food**

- ☒ The Wagga City Golf Club policy does not allow food (excluding birthday; wedding; engagement cakes) or beverages to be brought onto the Club.
- ☒ Special dietary requests can be catered for by prior arrangement.

## **Beverages**

- ☒ We are pleased to assist you with Beverage selections, however to ensure your needs are met, it is necessary to provide your selection at least seven (14) working days prior to the date of your function.
- ☒ Clients are not permitted to bring their own alcohol for consumption within the Club or Golf Course.
- ☒ Please note that some Beverage items are subject to availability
- ☒ Any alcohol not consumed within the Club remains the property of the Club.

## **Liquor License**

- ☒ Wagga City Golf Club staff members are not permitted to serve alcoholic beverages to intoxicated patrons under the responsible service of alcohol act.
- ☒ Company policy does not allow patrons or guests to bring their own alcohol onto the premises.
- ☒ Alcohol cannot be removed from the club premises and must be consumed in the defined function areas.

## **Responsible Service of Alcohol**

- ☒ In accordance with the Liquor Act of NSW and the Registered Club Act, Wagga City Golf Club Management and employees promote the responsible service of alcohol. The Management of the Club reserves the right to refuse service of liquor to any person as they see fit.
- ☒ Persons attending your function under the age of 18 years are welcome on the Club's premises subject to the supervision of a responsible adult who is attending the function.

## **Our policy is:**

- ☒ *Not to serve alcohol to intoxicated persons*
- ☒ *Not to serve alcohol to people who behave in a disorderly manner*
- ☒ *Not to serve alcohol to people who are under the age of 18*

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☑ *Not to host promotions, which encourages excessive drinking, or unfairly target women or men?*

☑ *Minors are not permitted within one (1) metre of the bar area. **Dry Bar Till***

☑ Arrangements can be made to have the convenience of a dry till account for your function. Dry Till amounts can be set along with conditions and types of drinks you require to be served.

☑ Final Payment of beverage & sundry charges will be required at the conclusion of your event.

## **Additional Staff**

☑ We will guarantee sufficient staffing to ensure that the services requested will be delivered to your satisfaction. However, should you require additional staff; we will charge you \$40.00 per hour for a minimum of three hours.

## **Club Access**

☑ Access to the Club is available from Friday 12 pm. Should you require entry earlier than this time then arrangements can be made to accommodate. Entry is via the Golf Shop.

## **Security**

☑ Should the client or management feel that additional security is required for an event; the additional costs involved will be borne by the client.

☑ Wagga City Golf Club does not accept responsibility for the loss or damage to any property left on the premises prior to, during or after the function

## **Insurance**

☑ Wagga City Golf Club will take all necessary care, but accepts no responsibility for any damage or loss of items in relation to an event before, during or after the event.

☑ It is the client's responsibility to take out insurance for all items in their possession should it be deemed necessary.

☑ Any item that is left in the Club MUST be collected within 48 hours of your function.

## **Damage**

☑ All equipment brought into the Wagga City Golf Club requires prior permission from the Club Manager.

☑ Organiser(s) are financially responsible for any damage sustained to their property and to the property of Wagga City Golf Club.

☑ The Club does not permit items to be attached or fixed onto/into walls, ceilings; furniture or glass, nor does it permit confetti, packets of tinsel. Party poppers are not permitted at any time.

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☑ Function organiser(s) will be held directly liable for any damages sustained to Club property as a direct result of the function.

☑ All permitted equipment brought into the Wagga City Golf Club must be removed from the premises at the Functions end, as the Wagga City Golf Club will take no responsibility for loss or damage to items brought into the Wagga City Golf Club by clients or other patrons.

## **Advertising**

☑ Prior permission by Club Management to use the Club's name or logo on any form of advertising material is required.

## **Cleaning**

☑ General and normal cleaning is included in the cost of the room hire charge, but additional charges may be payable if the function has created cleaning needs above and beyond normal cleaning.

## **Price Variation**

☑ We are unable to guarantee beverage pricing which may vary from time to time in accordance with The Wagga City Golf Club policy. Should prices increase we will advise you beforehand.

## **Fire and Safety**

☑ Exit doors must be free of blockages, such as display stands and screens

☑ Exit doors must not be locked, and exit signs must be clearly visible.

☑ Highly flammable materials are not permitted.

## **Payment**

☑ All payments for functions must be paid in full within seven (7) working days after your event has been held. Payments must be within office hours Mon / Fri; prior arrangements can be made outside these hours. Credit cards, cheques and cash only please.

☑ Receipts will be issued on payment.

☑ The contract signatory is liable to pay all money due under this Agreement.