



Windsor Country Golf Club  
McQuade Ave Windsor 2756  
Phone 02 45774390

### Function Information Sheet.

1. Tentative dates will be held for two weeks only.
2. A charge of \$200 for the room hire applies. Payment of this will be considered as verification of a booking.
3. Confirmation of the number of guests attending the function is required no later than seven (7) days prior to the event.
4. Final numbers may be increased but not decreased two (2) days prior to the event.
5. Cancellations will be accepted without loss of deposit up to three (3) months prior to the event.
6. Room may be used for a period of up to five (5) hours for each function.
7. A surcharge of 10% per person applies on Sundays and 25% on Public holidays.
8. Functions may only be extended past 12.00 am at the discretion of the Secretary Manager.
9. **We regret that we are unable to permit food or liquor on to the premises due to licensing laws.**
10. There are no smoke machines, sparklers or confetti to be used on the premises.
11. All charges are based on present day costs and while Windsor Country Golf Club Ltd reserves the right to increase prices at 30 days notice, this will only be done when necessary and in line with C.P.I increases.
12. Full payment of all charges, services, goods and hire must be made seven (7) days before the day of the function unless prior arrangements have been made.
13. Organisers are financially responsible for any damage sustained to their property or that of Windsor Country Golf Club Ltd during functions and until their guests are off the premises.
14. Minimum numbers for the various menus are stated. Number less than this can be arranged however this will incur a higher rate. Rates will be explained by the function co-ordinator.
15. Unless stated functions to do not include table waiting staff, however this can be organised as well with a staff surcharge. Your function co-ordinator will explain these rates.
16. All prices are inclusive of GST.



## **Additional information**

The Function Room is a non smoking area, however those wishing to smoke may do so in the designated areas

We can organise for the use of golf carts (subject to availability and times) for you to be able to take photos on the course

The club is able to supply you with a list of companies and phone numbers for the those added extra items or you can source your own supplier:

Balloons, chair covers, table centre pieces, fresh flowers and disc jockey.

A list of names and addresses of your guests is required to conform with the Registered Clubs Act

If you have any other enquiries please do not hesitate to contact us.