



## **MGP Functions Terms and Conditions**

### **Quotes and Prices**

- All prices are current at the time of contract, unless otherwise agreed.
- Please note that minimum spend requirements apply.
- We do not take tentative bookings. On receipt of confirmation that a function will be proceeding, a hold will be placed for 7-days whilst we await a deposit payment. If changes are made to the booking during that time, please see Cancellation/Postponement policy.

### **Deposit Payments**

For all events

- Confirmation deposit of 50% of event total payable to secure booking.
- 100% of payment must be received 2-weeks prior to your event. No post event invoicing is available.

Melbourne Golf Park accept credit card payments via the following cards: Visa, Mastercard and Amex. Electronic funds transfers, or direct debits, can be made into the following account.

BANK:	ANZ
ACCOUNT NAME:	ALBERT PARK DRIVING RANGE PTY LTD
BSB:	013 435
ACCOUNT NUMBER:	8378 08626

### **Confirmation**

To reserve a date we require a deposit as outlined in the Deposit and Payments section

### **Cancellation / Postponement**

A change of arrangements or cancellation initiated by the client shall not relieve the client of their obligation under this contract.

If an event is cancelled, postponed or date changed by the client the following terms are applicable.



- 30-90 days notice – your full deposit will be refunded unless your booking is for 49 guests or more. In this case, a fee of \$1000 of the event deposit, will be retained/invoiced.
- 30-14 days notice – the cancellation fee will be equivalent to 50% of the total estimated event cost based on the most recent quote prepared by our staff.
- Less than 14 days notice – full payment is required and the payment is non-refundable.

### **Guest Numbers**

- For all bookings, a minimum of 10 guests are required to proceed unless previously agreed to.
- For all bookings, confirmed number of guests must be received by 2-weeks prior to the event.
- Once confirmation has been received it is not possible to reduce the cost for a drop in numbers or no shows on the day. For any additional guests after final confirmed numbers are received and which MGP accept, will be charged for pro-rata as applicable.
- MGP reserve the right to invoice the Client after the event should actual guest numbers be more than confirmed guest numbers as per final payment.
- If final guest numbers have reduced by more than 25 percent of the guest numbers advised by the client and agreed upon at the time of accepting the deposit payment, MGP reserves the right to retain the full deposit to compensate for lost revenue.

### **Minimum Spends**

- Please note that the minimum spends form part of this contract and will be advised on the initial quotation.

### **Menu and Beverages**

- Menu and beverage confirmation must be given at least 2-weeks prior to the event. If requested changes are made less than 5 working days prior to the event it is possible that these requests may either not be met or may attract further additional charges.



- Special dietary requirements: It is the responsibility of the client to ensure the MGP has been made aware of any special dietary requirements or allergies as which guests may have.
- Due to availability and circumstances beyond our control beverage varieties may not always be available. In such cases, the venue reserves the right to present and/or select an appropriate alternative. Restrictions may apply to some beverages and special offers at the time of your event.
- MGP is a fully licensed venue and practices the responsible service of alcohol and will abide by the law in all instances. Patrons must abide by the liquor licensing conditions of the venue. In such cases, the venue reserves the right to refuse the supply of alcoholic beverages to any person that is deemed to be intoxicated without liability. No alcoholic beverage of any kind is permitted to be brought into the venue by guests.

### **Responsibility**

- The Client will be liable for payment of all fees and charges (whether in relation to the event, any cancellation or postponement or otherwise)
- The Client is responsible for any costs associated with any damage or loss incurred to any fittings, property of equipment at the venue that is caused by guests attending on behalf of the client. The cost of any such damages is agreed to be determined by the lower of two quotes obtained by MGP.