

**TERMS & CONDITIONS**

1. Final numbers are required 5 Days prior to your function, together with full payment. This will be the minimum number for which you will be charged. We accept payment by Cash, Cheque or Credit Card (please note we do not accept Diners Club or American Express).
2. A surcharge is applicable to Sundays and Public Holidays.
3. Confirmation of a booking is required in writing on the Booking Slip (below) within 14 days of the original reservation.
4. A deposit of \$500 is required at the time of confirmation. In the case of cancellation the deposit shall be forfeited, unless the date is rebooked.
5. The Organiser is required to conduct the function in an orderly manner, in compliance with Kingswood Golf Club Rules and Liquor Licensing Regulations.
6. Organisers are financially responsible for any damage sustained to Kingswood Golf Club's property and premises during the function.
7. Kingswood Golf Club does not accept any responsibility for damage to/loss of property on its premises. Organisers should arrange their own insurance and security.
8. Organisers are responsible for ensuring any companies (other than Kingswood Golf Club) used during the event (e.g. photographers, entertainers, etc.) have all current and required insurances.
9. No food or beverage of any kind will be permitted to be brought in for consumption at the function by the Organiser or their guests.
10. All prices are current and are subject to change without notice.

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**FUNCTION BOOKING SLIP**

Name: \_\_\_\_\_ Function Date: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone Number (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Approx. Number Attending: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

*I hereby acknowledge receipt of the terms & conditions, and acceptance thereof*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**CREDIT CARD PAYMENTS**

Please charge my Mastercard / Visa for the amount of: \$ \_\_\_\_\_

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Expiry Date:      /      Name on Card: \_\_\_\_\_

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

Please return by fax on 9558 0283 or by mail to:  
**KINGSWOOD GOLF CLUB**  
Centre Dandenong Road  
Dingley Village VIC 3172