

# WEDDING INFORMATION PACKAGE



Flagstaff Hill Golf Club Inc.

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# ***INFORMATION TO ASSIST YOU***

## **1 BOOKINGS & CONFIRMATION**

- 1.1 Tentative bookings may be made, but should we receive any enquiries for the date you have chosen you will be given first option. You will, however, be asked to confirm your booking within 5 days.
- 1.2 No reservation is deemed confirmed until a deposit/bond of \$500 has been received by the Club. This is payable with 14 days of receipt of a verbal confirmation. If the deposit has not been received by the due date the club reserves the right to cancel the reservation and reallocate the venue.
- 1.3 In the event of a cancellation after the deposit has been paid, the deposit shall be refunded if the venue can be rehired on similar or better conditions and under the following conditions:
  - All cancellations incur a \$50.00 administration fee
  - Less than three months notice           No refund
  - More than three months notice         50% refund
  - More than six months notice           Full refund

## **MENU AND BEVERAGE SELECTION**

The Club requires your menu and beverage selection to be confirmed in writing no later than two weeks before the event.

## **2 FOOD ACCOUNT**

- 2.1 Every effort is made to maintain prices as published. However, prices may be subject to change without notice to cover unforeseen variations in costs. No increase in charges will occur in the month prior to the event.
- 2.2 The prices quoted in this package **are inclusive of GST costs.**
- 2.3 A final minimum number of guests is required five (5) working days prior to the event. Payment for the full catering amount is required at that time. There will be no refund for late cancellations and charges will be rendered for late inclusions.
- 2.4 No food or beverage will be permitted to be brought into the Club for consumption unless prior arrangement has been made with management.

## **3 BEVERAGE ACCOUNT**

- 3.1 If you are choosing one of our beverage packages you may pay your account before the event or on the night. Payment can be made by cash, bank cheque, credit card or Eftpos.
- 3.2 Guests can pay individually for each beverage purchased, or one total account can be presented at the end of the evening. The beverage account is charged on a consumption basis and while a fixed amount cannot be given, the account will be monitored to ensure the predetermined amount is not exceeded without prior permission.
- 3.3 Guests under the age of 18 are not to partake of alcohol.
- 3.4 Non-alcoholic receptions will incur a surcharge of \$8.50 per person.

## **4 TABLE SETTINGS**

- 4.1 Our facilities can accommodate a maximum of one hundred and fifty guests seated at large round tables. Suitable arrangements can be made for larger functions. Two hundred and fifty guests can be accommodated for a cocktail style reception.
- 4.2 Room dividers can be utilised to allow flexible seating arrangements for smaller numbers.
- 4.3 It would be our pleasure to provide your wedding reception with the following:
- Hostess and waiting staff
  - Complete room setup with white linen tablecloths, white linen napkins, rolled or folded, tied with gold or silver ribbon or colour coordinated serviettes.
  - Printed menus
  - Vegetarian or special dietary requirements.
  - Floor and seating plans
  - Change rooms
  - Dance floor
  - Lectern and microphone
  - Any other special requests
- In short we will do everything to ensure a memorable occasion.

## **5 GENERAL INFORMATION**

- 5.1 Organisers are held financially responsible for any damage sustained to Club property during the function. The bond of \$500.00 will be repaid within 7 days of the function once the Club is satisfied there was no damage sustained during the function.
- 5.2 Club Management has the right, by law, to refuse to serve alcohol to any person who is intoxicated.
- 5.3 Persons under the age of 18 are not permitted, by law, to enter the Club's gaming room.
- 5.4 The venue must be vacated within 30 minutes of the designated completion time.
- 5.5 Club policy does not permit smoking within the premises.
- 5.6 A surcharge of \$150 will be levied if confetti is used within the Clubhouse or parking area. Dried rose petals are allowed within the Clubhouse.
- 5.7 A 5% surcharge will be charged per head for parties less than the minimum number required.

# TERMS AND CONDITIONS

Function Booking Name: .....

Function Date: .....

Booking Confirmation: Receipt No: .....

## **INTERVIEWS**

A representative of the Flagstaff Hill Golf Club will contact you approximately 6-8 weeks before the date of your function to organise an interview to confirm your menu selection and special requirements.

## **PAYMENT**

Final catering and beverage prices will be confirmed 30 days prior to the event. Payment of Food, Beverage Package (if applicable) and extras must be paid no later than 5 working days prior to the function.

## **FINAL DETAILS**

Guaranteed final minimum numbers and details are to be confirmed 5 days before the function. No refunds will be given for late cancellation of numbers.

## **ALTERATIONS**

No alterations to the Flagstaff Hill Golf Club decor are to be made without prior consent.

## **LOSS OR DAMAGE**

The Flagstaff Hill Golf Club assumes no responsibility for loss or damages to goods or items belonging to the client and their guests.

## **OPTIONS**

No food or beverages of any kind will be allowed into the Flagstaff Hill Golf Club by the client or invited guests without the prior consent of management.

## **CONDUCT**

The Flagstaff Hill Golf Club reserves the right to exclude and/or remove any person from the function or premises, after consultation with the clients, if their behaviour is undesirable or they are wilfully destroying or defacing Club property.

I, ..... have read the above terms and conditions and agree to abide by the content illustrated.

Client Signature: .....

Flagstaff Hill Golf Club: .....Date: .....

# Standard Menu Selection

## **Option One - \$55pp**

Set Soup  
Set Main Course  
Set Dessert  
Tea, Coffee & Chocolates  
(Minimum 50 people)  
Alternate Drop add \$3.00pp

## **Option Two - \$62pp**

Set Entrée  
Choice of 2 Main Courses  
Dessert  
Tea, Coffee & Chocolates  
(Minimum 50 people)

## **Option Three - \$69pp**

Choice of 2 Entrées  
Choice of 2 Main Courses  
Choice of 2 Desserts  
Tea, Coffee & Chocolates  
(Minimum 50 people)

## **Option Five**

Cocktail Party  
Finger food for an informal affair  
(Minimum 50 people)

## **Hors D'oeuvres - \$15pp**

Chef's selection of hot & cold hors d'oeuvres  
Served with your pre-dinner drinks

Additional course choices available and can be costed as required

# Premium Menu Selection

## **Option One - \$75pp**

Set Soup  
Set Main Course  
Set Dessert  
Tea, Coffee & Chocolates  
(Minimum 50 people)  
Alternate Drop add \$3.00pp

## **Option Two - \$79pp**

Set Entrée  
Choice of 2 Main Courses  
Dessert  
Tea, Coffee & Chocolates  
(Minimum 50 people)

## **Option Three - \$86pp**

Choice of 2 Entrées  
Choice of 2 Main Courses  
Choice of 2 Desserts  
Tea, Coffee & Chocolates  
(Minimum 50 people)

Additional course choices available and can be costed as required

## **Beverage Packages**

### **Standard Wine Package**

Selected Beers on Tap  
Anvers 'Brabo' Range Wines  
Orange Juice & Soft Drink  
Iced Water

**\$42.00 pp**  
(5 ½ hour package)

### **Premium Bottled Wine Package**

All Beers on Tap  
Anvers 'Razorback Road' Range Wines  
Orange Juice & Soft Drink  
Iced Water

**\$50.00 pp**  
(5 ½ hour package)

Spirits are paid for on consumption if required

Your total beverage account may also be paid for on consumption  
BYO is permitted, the corkage fee is \$15.00 per wine bottle

## **Wedding Ceremonies**

**Our lush gardens can easily accommodate informal  
Wedding ceremonies for up to 150 guests**

**\$450.00 fee**

**Inclusive of the following optional facilities:**

**Hire of outdoor area**

**Archway**

**Seating for up to 10 guests**

**Red carpet**

**Clothed table & 2 chairs for registry signing**

**Set up & set down of the above facilities**

*Clients are welcome to provide their own facilities extra to the above & make own arrangements for the set up & removal of same.  
Our Functions & Membership Manager will gladly arrange a quotation for this service if required.*

*We recommend that pre-dinner drinks and optional hors d'oeuvres be served from our function room whilst the bridal party are attending to photographs. Please refer to our catering package for prices.*

*A reminder that confetti is not permitted in our gardens or function rooms.*