



Booking a Function at Elgin Golf Club

To book the Club for a social or private function, please carefully read the conditions enclosed, complete the booking form and return it to the Secretary/Manager who will confirm availability and submit your request to the Club Council for approval. This process can take up to 4 weeks, dependant on the dates of Council meetings.

The eligibility criteria set out by the Club Council, state that you must either be a current Ordinary/Senior/Restricted/County/Overseas/Student/Youth/Family Category or House* member of Elgin Golf Club or have a current member sponsor any Private Function. You must also be over 21 to book a function. Any request that does not meet these criteria **will not** be considered by the Club.

*A minimum of 6 months consecutive House membership is required.

Certain functions are not permitted by the club; these may include Weddings, Stag/Hen and 18th birthday Parties.

To ensure that your function / event runs smoothly, please read the terms and conditions of bookings enclosed. Should you have any questions please do not hesitate to call the Secretary/Manager on 01343 542338 or email: secretary@elgingolfclub.com

How to Book

Once you have read and accepted the terms and conditions, please complete the booking form on Pages 6 & 7 and return it to:-

The Secretary/Manager
Elgin Golf Club
Hardhillock
Birnie Road
Elgin
Moray
IV30 8SX

Or alternatively send it by email to:-

secretary@elgingolfclub.com

Terms and Conditions on Function Bookings at Elgin Golf Club

Confirmation of your Function

1. All bookings are at the discretion of the Elgin Golf Club Council whose decision shall be final. Bookings will not be confirmed until a signed application has been received on the prescribed form and the specified security deposit paid. Receipt of deposit constitutes full agreement to all terms and conditions stated.
2. Provisional bookings will be held for a period of 21 days only or at the discretion of Elgin Golf Club, after which time the date will be released.
3. The deposit will be forfeited if the Club is damaged or requires additional cleaning as a result of the function.

All prices/charges are inclusive of VAT unless specified and are subject to Government VAT rate changes. Elgin Golf Club reserves the right to adjust prices accordingly.

Function Charges

4. Function Hire Charges for 2012/13 are as follows;-

Membership Category	Max No. of Guests	(A) Dining Area Only	(B) Bar/Lounge/ Dining Area	Deposit (A)/ (B)
House Member*	15	No Charge	£30.00	Nil/£20.00
	25	£25.00	£50.00	Nil/£20.00
	50	£50.00	£100.00	Nil/£25.00
	100	N/A	£150.00	Nil/£30.00
All other relevant categories (over 21)	15	No Charge	£15.00	Nil/Nil
	25	No Charge	£25.00	Nil/£15.00
	50	£25.00	£50.00	Nil/£20.00
	100	N/A	£75.00	Nil/£25.00

*A minimum of 6 months consecutive House membership is required.

5. Guests are limited to a maximum of One Hundred (100) in the Main Bar/Dining Area or Fifty (50) in the Dining Area only.
6. Full deposit to be paid in advance along with booking form and is returnable after function.
7. Payment in full is required for all function charges no later than 7 days prior to the function or event.

Signing In Guests

8. The Member or Sponsor must be present to welcome guests to the club. Failure may result in Non-Members being refused entry until their arrival.
9. Due to Club Sign in Legislation, it is a strict condition of entry to Elgin Golf Club that every guest of the Club **MUST** be signed in (maximum 8 guests per member) ,where possible, please submit a Guest List in advance with all invited guests named.
10. All Guests under the age of **EIGHTEEN** must leave the Club by Midnight. This is a requirement of our Liquor License.
11. Please note that Members of Elgin Golf Club cannot be refused entry to facilities during a function.

During the Event

12. No alcoholic drinks must be consumed by any person under the age of 18; proof of age may be requested.
13. No alcohol is to be provided privately by the hirer. All alcohol consumed during the function must be purchased from the Bar. Please note this also applies to bottles of spirits or wine won as raffle prizes etc. Anyone abusing this rule will be asked to leave the premises immediately.
14. Applications for late bar extensions must be made in writing 28 days prior to the function / event and will be subject to an additional function charge.
15. Functions will be held in the MAIN BAR/LOUNGE or DINING ROOM area.
16. When Bar Staff call LAST ORDERS, all patrons MUST have drinks finished within fifteen minutes.
17. When Bar Staff ask for the function area to be cleared, all patrons must leave the Clubhouse.
18. Due to the Clubs proximity to local residential properties, the Member or Sponsor is responsible for ensuring that guests leave the building quietly, causing minimal disruption to neighbours.
19. The Member or Sponsor is responsible for ensuring that the club is left in a clean and tidy condition after the function.
20. By prior arrangement and subject to club fixtures and activities, early access to the clubhouse in order to set up the function may be available.
21. Certain decorations are permitted in the Club, please contact bar staff for further details.
22. Neither Elgin Golf Club nor its staff will be held responsible for any claims for loss or damage to property or for any injuries sustained by those visiting the premises

provided that nothing in this agreement shall limit the liability of the Club in respect of death or personal injury caused by the negligence of its employees.

Catering

23. Elgin Golf Club catering facilities operate on a private franchise arrangement. All catering bookings must be made via the Secretary/Manager, although price, menu etc. can be agreed in advance with the Caterer by calling 01343 549546.
24. Guaranteed minimum numbers for catering are required 3 working days prior to the function or event. Charges will be based on guaranteed numbers or final head count, whichever is greater.
25. Elgin Golf Club policy is to have **ALL CATERING** undertaken by the club Caterer. No external caterers are permitted, or any food other than that provided by the Club is allowed on the premises.
26. Out with the Clubhouse, the consumption of food and drink is permissible within the patio area ONLY.

Entertainment

27. The Member holding or sponsoring the function is responsible for providing and paying the costs of entertainment provided. The Secretary/Manager must be made aware of all external entertainment booked. Arrangements relating to the setup of entertainment, without exception, to be pre-agreed.
28. Elgin Golf Club has disco equipment and lighting available for hire. This can be pre-booked with the Secretary/Manager; a deposit is required to cover any damage to equipment.

Behaviour/Dress Code

29. Member or Sponsor will be responsible for ensuring the orderly behaviour of guests and the Elgin Golf Club reserves the right to intervene as necessary.
30. Elgin Golf Club reserves the right to terminate any function which, in its opinion, is unsuitable or not properly conducted and in such cases, no part of the payment shall be returned whatsoever.
31. Elgin Golf Club operates a strict dress code policy. Smart but casual dress is permitted in the Clubhouse. Replica football/rugby shirts, sleeveless shirts, vests, cut down jeans, non-tailored shorts, shell suits/track suits or jogging trousers are not accepted. Jeans are permitted.
32. Without exception, patrons are not permitted to greens or the surrounds of the golf course.

33. Any excessive damage incurred to Club property, shall become the responsibility of the person named on the booking form, who shall be liable for charges associated with the restoration of damage.

Cancellation

34. Elgin Golf Club reserves the right to cancel any booking on immediate notice if the event is prevented by reasons beyond its control. In the event that the booking is cancelled by the Club, any monies paid on deposit will be reimbursed and the Club shall not be liable for any other matters whatsoever.
35. Cancellation of any function must be in writing. If a function is cancelled less than 3 months but more than 14 days prior to the date, the person named on the booking form shall be charged 50% of the estimated value of the booking. If an event is cancelled less than 14 days prior to the date, the aforementioned person shall be charged 100% of the estimated value of the booking.



ELGIN GOLF CLUB

Hardhillock, Birnie Road, Elgin, Moray, IV30 8SX

Tel: 01343 542338

Website: www.elgingolfclub.com

Email: secretary@elgingolfclub.com

FUNCTION APPLICATION

NAME:

ADDRESS:

POSTCODE:

E-MAIL:

TELEPHONE (H).....(M)

TYPE OF FUNCTION

DATE: Start Time End Time

REQUIREMENTS:

- 1) Number of Attendees:
- 2) Entertainment Type Provided by You: YES/NO
E.g. Disco, Band, etc.
- 3) Bar requirements:
E.g. Bar Closure Time/Extension.
- 5) Club Membership Category.
(If applicable)
- 6) Function Fee £..... (see charges enclosed)
- 7) Deposit £..... (see charges enclosed)
- 8) Food Required Yes / No (Delete as appropriate)

If you wish to discuss catering arrangements, please contact:-
Club Caterer on 01343 549546 or email caterer@elgingolfclub.com

(Please note that it is recommended that **ALL CATERING** is undertaken by the club caterer).

If you wish to discuss function requirements, e.g. to arrange to decorate room, then please contact Club Steward on 01343 542384.

ELGIN GOLF CLUB CONDITIONS OF BOOKING

I/We confirm that we have read and understood the attached conditions of booking and agree to comply with them should our function be approved. I/We are also over 21.

Print Name:..... Signature:

Date:.....

Print Name:..... Signature:

Date.....

Function Fees:

Facility Fees for 2012/13 are as follows;-

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	50	£50.00	£100.00	Nil/£25.00
	100	N/A	£150.00	Nil/£30.00
All other relevant categories (over 21)	15	No Charge	£15.00	Nil/Nil
	25	No Charge	£25.00	Nil/£15.00
	50	£25.00	£50.00	Nil/£20.00
	100	N/A	£75.00	Nil/£25.00

* House Members require a minimum of 6 months consecutive membership to be eligible to book a function.

Maximum guests: 100 Normal Function
 50 Dinner Function

Opening Hours: 12pm – 11pm (Monday – Thursday)
 11am - 12.30am (Friday and Saturday)
 11am - 9pm (Sunday)

Please Note:

- All function Applications are subject to Elgin Golf Club Council approval.
- Please enclose Deposit Fee when returning this Booking Form (All Cheques payable to **ELGIN GOLF CLUB**)