



Riversdale Golf Club

Conference and Seminar Package



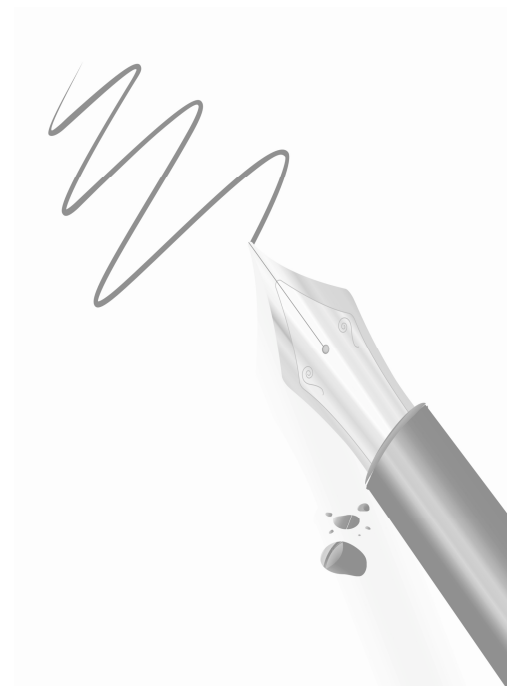
Welcome to Warmth & Sophistication

Riversdale Golf Club is one of Melbourne's most exclusive private golf clubs. We offer a variety of facilities to turn your special occasion into a memorable event.

Established in 1892, Riversdale boasts the best of old and new world warmth, style and sophistication. Open fireplaces, a large dance floor, private dining room and bar with sweeping views of the golf course and surrounding gardens are just some of the qualities our guests have always enjoyed.

At Riversdale, we recognize that the most important aspect of any function is the enjoyment and satisfaction of our guests. That's why we look forward to creating a tailored package that reflects your individual needs and budget.

Our Function Manager, Executive Chef and Sous Chef are proud to present our new menu, which offers a vast variety of choices. Individualised menus are designed to allow a combination of traditional fare with the best of contemporary cuisine.



Half day package

\$40.00 per person less than 40 attendees
\$35.00 per person more than 40 attendees

Room access between:

8am—12 noon

1pm—5 pm

6pm—10 pm (minimum of 40 attendees)

Includes morning or afternoon tea and unlimited tea & coffee.

Full day package

\$75.00 per person less than 40 attendees
\$65.00 per person more than 40 attendees

Room access between 8am—5pm

Includes morning tea, lunch, afternoon tea and unlimited tea & coffee

All Packages Include

Data projector
Wireless internet
Whiteboard
Screen
Notepad & pens
Room Hire
Water & Minutes
Room setup of your choice

Room Capacities

Riversdale Room	40 Theatre Style
Board room	16
Dining Room	180 Theatre Style

Morning/Afternoon Tea

Freshly baked Scones with jam & cream

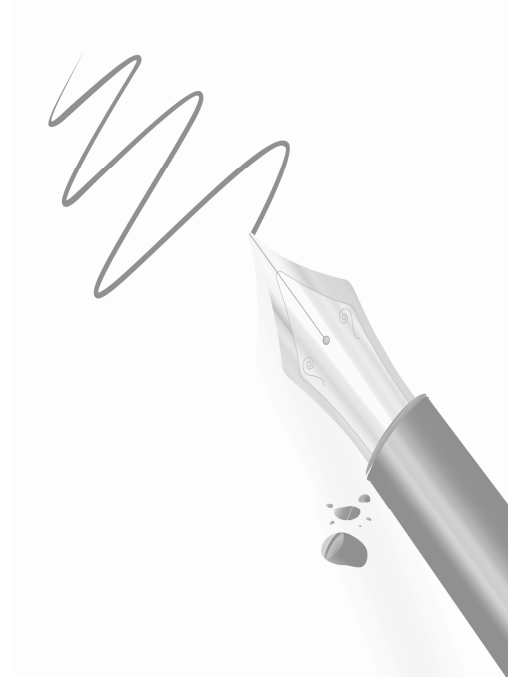
Homemade mini muffins

Warm croissants with butter & jam

Seasonal fruit platter

Assorted finger sandwiches

Mixed hot savouries platter



Lunch Options

Gourmet Turkish rolls & tortilla wraps

Buffet of cold meats, salads & bread rolls

Mixed hot savouries platter

Breakfast Menu

Option One \$25.00 per person

Fresh chilled Fruit Juices

Selection of Cereals

Assortment of freshly baked Danish pastries

Homemade Bacon & Egg pies

Freshly brewed Tea and Coffee

Option Two \$35.00 per person

Fresh chilled Fruit Juices

Selection of Cereals

Assortment of freshly baked Danish pastries

Scrambled Eggs with crispy bacon, spinach, mushrooms & grilled tomato

Freshly brewed Tea and Coffee

General Terms & Conditions

The following terms and conditions are designed to ensure that your event runs smoothly. Should you have any queries regarding any aspect, please contact the Hospitality and Events Manager.

CONFIRMATION

Event bookings are considered tentative until receipt of the deposit & booking form, stating the date and time of the event and the approximate number of participants. Bookings are considered confirmed upon receipt of the required event deposit as follows:

Conference / Seminar	\$ 500.00
Corporate golf day	\$ 1,500.00
Wedding or Lunch / Dinner function	\$ 1,500.00

Cheques should be made payable to Riversdale Golf Club
Visa & Mastercard also accepted

CANCELLATION OF AN EVENT OR WEDDING

Any cancellations made between sixty (60) days and the day of the event will receive no refunds.

Wedding cancellations with 9 months notice from the event date will receive a 75% refund on deposits paid. Wedding cancellation with 6 months notice from the event date will receive a 50% refund on deposits paid. Wedding cancellation with less than 6 months notice from the day of the event date will receive no refunds on deposits paid.

If unforeseen circumstances cause the cancellation of the event by the Club, every effort will be made to reschedule the event. All monies paid will be refunded if no alternative date can be agreed upon.

FINAL ATTENDANCE NUMBERS

Final numbers are required fourteen (14) days prior to the event. This number will represent the minimum number of guests for which you will be charged. If there is any increase in the number of guests the Club must be notified immediately.

All participants will be made Honorary Members of Riversdale Golf Club for the duration of the event. Therefore, you are required to provide a list of all event participants prior to the day of your event.

PAYMENT OF AN EVENT

A Summary of all event expected costs is provided prior to the event. At the conclusion of the event, the Club will issue an event invoice due and payable within fourteen (14) days. Full payment of the event invoice will be processed by the Club via direct debit in accordance with the authorised Event Method of Payment within 14 days of event invoice issue.

FOOD AND BEVERAGE

The selection of menus and beverages must be finalised thirty (30) days prior to the event. With the exception of wedding / birthday cake, all food and beverage consumed during the event is to be provided the Club.

EVENT ORDER

Contact details for the Event Organiser (person responsible) are required at the time of booking.

The event Organiser is required to return a signed copy of the agreed Event Order no later than seven (7) days prior to the event.

INSURANCE

Whilst the Club will take the utmost care, no responsibility will be accepted for the loss, or damage to any equipment or merchandise left on the premises prior to, during, or after any event.

Organisers are financially responsible for any damage sustained to the Club's property during the event.

LISTED PRICES AND VALIDITY

Confirmation of prices and charges will be forwarded in writing prior to your event. All quoted prices are inclusive of GST. A 15% surcharge is applicable for functions held on Public Holidays.

CLUBHOUSE LIMITATIONS

You shall be entitled to use only the parts of the building hired. The Club reserves the right to let any other portion of the building for any purpose at the same time.

MUSICAL ENTERTAINMENT

The Musicians Award stipulates that all band members must receive a full meal, the cost of which is charged to you.

REGULATIONS

DRESS: You must ensure guests attend the function in full compliance with the Club's dress regulations which are attached to this package. The Club reserves the right to refuse entry or participation of any guest who does not comply with the dress regulations.

SMOKING

Smoking is not permitted inside the clubhouse. Smoking is permitted on the outdoor terraces.

MOBILE PHONES

Mobile phones are not permitted to be used inside the clubhouse.

RESPONSIBLE SERVICE OF ALCOHOL

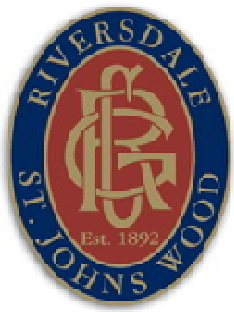
Riversdale Golf Club operates in accordance to the responsible service of alcohol act. You will be responsible for ensuring guests behaviour is acceptable. The host / organiser and guests will conduct the function in an orderly manner and comply fully with the Club's House Policy. The Club reserves the right to exclude or eject any and all objectionable persons from the premises without liability.

SPECIAL DIETARY REQUIREMENTS

To ensure special dietary requirements are met, 48 hours notice is required.

CLOSING TIME

Functions must conclude by 12.30 am, as required by the Club's licensing conditions.



Event Booking Request

Name:

Address:

Company:

Phone No: Mobile:

Email Address:

Day & Date of Event:

Event Type:

Arrival Time: Departure Time:

Expected No. of guests: Children: Total:

Please note: Final number of guests must be confirmed no later than 7 days prior to function date.

I acknowledge having received and read a copy of the clubs event terms and conditions and agree to comply with all respects of such conditions.

Deposit Payment Details

I have read and understand the terms and conditions. I authorise Riversdale Golf Club to debit my credit card as detailed below:

Credit Card Details: Expiry: CCV:

Credit Type: Visa Mastercard

Deposit Amount: \$

Cardholder Name:

Cheques should be made payable to Riversdale Golf Club

Dress Regulations

The golf course, Clubhouse and driving range are subject the dress regulations below and it is expected that members and guests will utilise facilities with a well groomed appearance.

- Tailored shorts may be worn by men or ladies
- Men's shorts should be worn at approximately knee length
- Men with shorts must wear either long socks or calf length socks in plain white or with discreet logo. Ankle socks are also acceptable but must be visible.
- Slacks must not be worn tucked into socks (unless plus 2's or plus 4's)
- Men's shirts must be worn tucked in
- Golf shoes with soft spikes must be worn on the course & practice areas.

THE FOLLOWING ARE NOT ACCEPTABLE ITEMS OF DRESS

- Football or sporting type shorts
- Tops displaying large motifs or advertising
- Shirts without collars (an exception applies to women's attire and shirts that are specifically designed for golf).
- Denim of any description on the golf course (dress denim allowed in the clubhouse)
- Three quarter length pants (an exception applies to women's attire)
- Track suit pants/tops or any type of gymnasium attire
- Running shoes, thongs, sandals or bare feet
- Draw string pants or shorts
- Cargo shorts or pants or pants with external pockets on the trouser legs
- Socks that are not predominantly white
- Caps must not be turned backwards or worn in the clubhouse
- Metal spikes are not permitted.

Please note: Members are at all times responsible for the attire of their guests. Guests must be informed of dress requirements in advance to avoid embarrassment. Riversdale Golf Club Committee has instructed all staff to strictly enforce the above dress regulations and their judgment as to the suitability of attire shall be considered final

SMOKING

Smoking is not permitted in the Clubhouse or any indoor areas.

MOBILE TELEPHONES

The use of mobile phones is only permitted outside the Clubhouse other than the locker rooms and in the members downstairs lobby. Mobile phones may be carried (but should be switched off) on the course for use in medical emergencies ONLY.