



Reception Room Booking Procedures & Conditions

How to Start

You are invited to make an appointment with our Event Managers, to view our venue and discuss your individual requirements. Please contact us on 5821 2717 to make an appointment.

Once You Have Booked

Upon making a booking, we will require a \$500 deposit, payable within fourteen days. If, for some unfortunate reason, you need to cancel the booking, the deposit can be refunded provided we are notified of the cancellation at least three months prior to the event date.

Confirming the Menu, Beverages, Guest Numbers, Times and Entertainment

Two weeks prior to your function, we need to know your menu choices, beverage selections, required start and finish times, music arrangements and confirmation of the number of guests. You will then receive an invoice based on your confirmed numbers, which can be increased any time up until two days before the event. Unfortunately, any reduction in guest numbers within two weeks of the event date are not able to be refunded.

Final details of table plans, place cards, music arrangements and guest lists are required at least two days prior to the event.

Extension of Hours & Surcharges for Sundays and Public Holidays

All functions are based on a 6 hour duration with guests required to vacate the premises within 30 minutes of the conclusion of the function.

Events held on Sundays and Public Holidays will incur a 10% surcharge across the board.



SHEPPARTON GOLF CLUB, GOLF DRIVE, SHEPPARTON, VICTORIA 3630

WWW.SHEPPARTONGOLF.NET.AU E-INFO@SHEPPARTONGOLF.NET.AU PHONE (03) 58212717



Paying your Account

The food & beverage account may be paid prior to, or on the day of the event.

'Dry till' (open bar tab) accounts are to be finalized on the night of the function. Payments can be paid by cash, credit card (Visa, MasterCard), personal or bank cheque.

Price Changes

Most functions are booked well in advance and our pricing will generally take long lead times into account. However, should there be significant increases in food, beverage or labour rates, we reserve the right to amend the prices quoted up to two months prior to the date of your event. We will contact you immediately should a change in pricing be necessary. All prices include GST.

No Smoking Policy

To ensure that the Shepparton Golf Club provides a safe and healthy environment for all, it is the Club's policy that smoking is allowed only on the balcony area at the south end of the clubhouse.

Damage to the Club Property

The Client is financially responsible for any damage to the clubhouse or golf course caused by any guests during the function.

Please note that confetti is not permitted in the Reception Room, Clubhouse or the grounds of the Golf Club.

Personal Property

The Club and staff will take all reasonable precautions to ensure the safety of personal property or merchandise left at the Club. However, we cannot accept responsibility for losses or damage.

Responsible Service of Alcohol

The Shepparton Golf Club has in place a house policy for the responsible service of alcohol. All members and guests are required to abide by this policy.

Persons deemed to be intoxicated will be refused service. Proof of age may be requested.

We respectfully ask that you advise your guests to consider the local residents and leave our Club and Car Park as quietly as possible.



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