



Social Golf Booking Form

For bookings please contact:

Lisbeth Harbinson Phone: 03 5984 3521 Fax: (03) 5984 3422 Email: emanager@portseagolf.com.au

Group Name
Date of Booking
Tee Time
Starting Tee

Food / Beverages:

Food Details
Other

Contact Details:

Contact Name
Position
Address
Phone
Mobile
Fax
Email

Green Fees:

	Quoted	Estimated		Final	
		Number	Cost	Number	Cost
Green Fees					
Carts					
Food Package					
Other					
Total					

Payment Schedule:

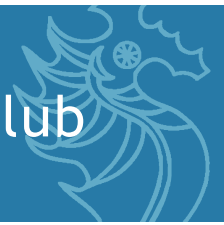
	Date Due	Amount Due	Amount Paid	Payment Date	Paid By
Deposit	ASAP	\$100.00			
Final Payment					
Total					

Payment Details

Total Amount Due \$ _____

- Cash**
- Cheque** - Please make payable to Portsea Golf Club at PO Box 215, Sorrento VIC 3943.
- Direct Deposit** - Portsea Golf Club ACN 004 287 129, Bank: NAB, BSB: 083781, Account No: 834162153, Quote: Booking name.

- Credit/Debit Card** - 3% surcharge applies to AMEX & Diners
 - Mastercard Visa AMEX Diners
 - Card No. _____
 - Expiry Date ____/____
 - Cardholder's Name _____
 - Cardholder's Signature _____



Terms and Conditions

Governing Social Group Bookings at Portsea Golf Course

Bookings and Payment

1. All bookings are considered tentative and may be changed or cancelled without notice, until a deposit of \$100.00 is received.
2. Deposit and final payment are required prior to date of play to guarantee booking. A payment schedule is detailed on your booking confirmation form.
3. Deposits and final payments may be made by cash, cheque, Visa or MasterCard. Diners and AMEX attract a 3% merchant service fee.

It is your responsibility:

1. To collect individual payments from group members and present payment as a single lump sum to Portsea Golf Club as per your payment schedule.
2. To advise Portsea Golf Club of changes to player numbers no less than 7 days prior to date of play. Changes made after this time will be refunded less a 25% administration fee.
3. To advise your group members of Portsea's dress regulations and general course rules of conduct (please see attached).

Cancellations:

Naturally, we are disappointed if any of our advanced golf bookings are cancelled – however we do understand that circumstances sometimes make such action unavoidable. Please be advised that the following conditions apply to cancelled bookings:

1. Extremes in climactic conditions are not due cause for lack of numbers or cancelled bookings. Refunds will only be offered if the course is closed.
2. Cancellations made up to 14 days prior to the date of play will be refunded in full.
3. Cancellations made up to 7 days prior to the date of play will be refunded in full less a 25% administration fee.
4. Cancellations made less than 7 days prior to the date of play will not be refunded.

We're looking forward to seeing you and ensuring that all goes well for you and your group on the day. If there's anything we can do to make your day even more of a success, please don't hesitate to let us know.

To show that you have read and understood the above conditions, please sign and fax back a copy of this form to (03) 5984 3521, or mail to Portsea Golf Course, PO Box 215, Sorrento Victoria, 3943.

Social Group Name
Date of Booking:
Contact Name
Signed:
Date:

Dress Regulations

Gentlemen:

Shirts	Must Be Collared i.e. Golf Shirt, Polo Shirt
Pants/Shorts	Tailored Only
Socks	Predominantly White Sports Style
Shoes	Soft Spikes Only

Ladies:

Shirts	Must Conform with Recognized Golfing Standards
Pants/Shorts	Tailored - Shorts Mid Thigh
Skirts	Dress Skirt - Mid Thigh
Socks	Predominantly White Sports Style
Shoes	Soft Spikes Only

General

The organiser of the booking is responsible for the group at all times. It is your responsibility to inform all people within the group of these conditions, general information and dress regulations.

- The clubhouse is a non-smoking venue.
- House policy for responsible service of alcohol dictates that we maintain alcoholic consumption in moderation and by law will refuse to serve people that seem to be intoxicated. All alcoholic beverages for the golf course must be purchased from Portsea Club House. Tap water is available on the golf course. Only food and beverages purchased from Portsea Golf Club may be consumed on the property.
- Every effort is taken to maintain prices, but they are subject to change without notice.
- All prices quoted include GST.
- Dress code must be strictly adhered to whilst at Portsea Golf Course. Please refer to the attached policy. Note: only SOFT SPIKE GOLF SHOES are to be worn on course.

Golf Course

- The organiser is to report to the golf shop at least 15 minutes prior to the first tee-off time booked and additionally ensure that group members are ready to play when directed. Late arrival may necessitate re-direction and a reduction in holes played.
- Each player must have a set of golf clubs and carry a sand bucket.
- The absolute maximum number of players permissible in each tee-off group is four (4).
- The time allocated for the playing of 18 holes is 4 hours 20 minutes, that's 2 hours 10 minutes for each 9 holes. To make golf pleasurable for everybody, your group must play within these time frames. The Golf Course marshal will act in all cases to ensure these playing times are strictly adhered to.
- If using motorised carts the hirer must comply with the usage instructions displayed within the carts.
- There is an ample supply of hand buggies available for hire, however if your group requires a large number, it is advisable to pre-book.
- We request that the competition played for all social golf groups be Stableford. If you would like to undertake another form of competition, we ask that you seek forward permission from the golf shop to allow for our tee planning on that particular day.