



Appendix 4.4

TERMS AND CONDITIONS – FUNCTIONS AND MEETINGS

The following terms and conditions apply to all Orkney Golf Club venues; hereafter referred to as OGC and as governed by the OGC Committee.

1. Bookings are at the discretion of the OGC Committee whose decision shall be final in all matters concerning the booking. Bookings will not be confirmed until they have been reviewed and agreed by a sub-group of the OGC Committee. OGCs confirmation of booking enquiries constitutes full agreement to all terms and conditions stated herein.
2. **Payment**
The enquirer agrees to pay a booking fee of £120 via bank transfer within 7 days of their booking being confirmed. Payment details will be sent when booking are confirmed.
3. **Cancellation**
Events can be cancelled up to 24hrs in advance of the agreed start time. Failure to notify the OGC Committee of a cancellation will incur the loss of payments made.
4. **Loss or Damage**
Following all private functions, the premises should be left in the same condition as found on arrival. Should damage/loss to the property occur the hirer shall pay the venue the cost to make good or remedy any such loss or damage. *This amount will be determined by means of obtaining a quote and supplying said quote to the hirer.*
NB: If the hirer is not able to tidy the premises on the night, they must plan to return the following day to have the premises cleaned and tidied by no later than 11am. Streamers, party poppers, confetti or any other such party accessory are not permitted within the club buildings and/or external grounds.
5. **Venue Access**
The hirer will take responsibility to ensure that none of their guests access any part of the golf course premises other than the bar area and restrooms.
6. All bar prices on the night are inclusive of VAT unless otherwise specified and are not open to negotiation. The OGC committee has the right to increase prices at any time and at their own discretion.
7. The Hirer is responsible for the actions and consequences of all their guests, employees and sub-contractors.
8. To ensure that staff are not asked to work later than expected, the finishing time stated on the booking shall be the time when the bar will close, the function room(s) shall be cleared, and the hirer's guests should vacate the venue.
9. No bolts, nails, screws, tacks, drawing pins, sellotape shall be fixed to any part of the premises, nor shall any place cards, banners or smaller articles be fixed either internally or externally without prior written consent of the Orkney Golf Club Committee.
NB: The use of streamers, party poppers or confetti is not permitted.



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10. No flammable, dangerous or offensive article or any animal (other than registered guide/hearing dogs) shall be brought onto the premises without written consent of the Orkney Golf Club Committee.
11. No person under the age of 18 shall be permitted to purchase or consume intoxicating drinks. If any member of staff observes/suspects such activities, they shall contact a member of the OGC Committee and invite them to attend the event to discuss the situation with the event organiser.
12. The venue reserves the right to conclude any function which, in its opinion, is unsuitable or not properly conducted and in such cases, no part of donations made shall be returned to the hirer.
13. The venue shall not be liable for any personal, indirect, consequential or economic losses however arising, including those arising from services or products supplied by third parties.
14. All arrangements regarding the hirer's requirements (i.e. final numbers of guests, decorations, layouts etc.) shall be confirmed to the venue not less than 3 days prior to the date of booking.
15. The venue reserves the right to change or cancel bookings under reasonable circumstances and providing they give a minimum of 3 weeks' notice; unless able to show extenuating circumstances that clearly evidence a booking cannot go ahead for legal reasons or due to extensive damage to the venue.
16. Interest on overdue payment for any loss, damage or cancellation fee shall accrue from the date when payment becomes due, from day to day, until the date of payment at a rate of 4% above The Bank of England base rate.
17. These terms and conditions can be subject to change at the discretion of the Orkney Golf Club Committee but shall be governed at all times by the laws of Scotland.

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