

FUNCTION ROOM POLICY

Updated October 2017

PLEASE READ OUR POLICY PRIOR TO CONFIRMING YOU FUNCTION

All Functions must be booked by a Member of Dumbarton Golf Club and the Member **must be in attendance for the duration of the function**. They will be responsible for ensuring that all conditions are met.

Licence

The premises must be vacated by 12.30 midnight (Friday/Saturday) as dictated by the Clubs Licence. The bar will close at 11pm Prompt on weekdays and at 12 midnight on Friday/Saturday.

Christening Parties/Funeral Parties

Members booking christenings and funerals should be aware that their guests are entitled to remain in the club for a maximum of **THREE** hours from the booking time. All Parents should be responsible for the welfare of their children and all children must stay within the designated area and be supervised at all times.

Please do not allow your children to run onto the golf course or putting green for health & safety

Function Bookings

We do not allow 18th Birthday Parties. We do however allow 21st Birthday Parties on the understanding that all guests will be required to have proof of age.

Children under the age of 18 will be able to attend functions for the duration as long as they are supervised at all times by an appropriate adult.

Maximum number of Guest in all instances must **NOT** exceed 100.

Room Hire/Refundable Deposit

A charge of £50.00 is made for the hire of the hall and must be paid in advance at the time of booking to confirm you function. This is refundable provided no damage or mess requiring extra cleaning has taken place and that you are using our catering. If you wish to bring your own catering, we charge a room hire of £50.00 non- refundable, please note! **No access** to our kitchen is available.

CLUB POLICY

Please note that any liquor must not be brought into the premises or any alcohol raffle prizes won on an evening cannot be opened or consumed.

Any items left on the premises at the end of a function will be disposed of e.g. **Banners, Balloons.**
The use of party poppers & glitter is prohibited, please note no banners, pictures etc. can be put on the walls. No Smoke or Foam machines are permitted or chocolate fountains. The room has to be left tidy and all party decorations disposed of.

DRESS CODE

All members and guests are expected to show a degree of responsibility in maintaining the standards of the club and while attire may be casual it must be SMART at all times.

NO FOOTBALL OR RUGBY COLOURS ALLOWED

BEHAVIOUR

All members and guests are requested to use the facilities of the Clubhouse with due consideration to all other members and guests, no person shall use foul or obscene language or behave in such a way as to cause annoyance or distress to another person.

PARKING

There is no parking within the club grounds, Members & Guests are requested to use the car park adjacent.

THE FUNCTION ROOM IS ALLOCATED ON A FIRST COME FIRST SERVED BASIS. OFFICIAL CLUB FUNCTIONS AND MATCHES TAKE PRIORITY AT ALL TIMES.

**Please accept our terms & conditions on our Function Policy, when making your booking.
Please sign below**

Signature of booking member