



BURLEIGH GOLF CLUB

GOLD COAST • AUSTRALIA

Functions, Conferences & Weddings



SO MUCH MORE THAN A GOLF COURSE...

Set in a beautiful and natural location right in the heart of the Gold Coast, Burleigh Golf Club is the perfect venue for your next meeting, function or special event.

Secluded from the hustle and bustle of the city, our new expansive clubhouse offers stunning, panoramic views over the golf course with a range of meeting and function facilities for group from 10 -120 guests.

Award winning Chef Nigel Coulson provides first class cuisine in our Gumtrees Brasserie and our Functions Coordinator will make ensure everything runs to plan, making your conference, function or special day run smoothly. Complimentary parking is available for all guests.

ROOM SPECIFICATIONS

ROOM	DINING	COCKTAIL	SEMINAR	PARTY WITH BAND
Gumtrees Brasserie	120 guests	150 guests	90 guests	100 guests
Gumtrees Terrace	50 guests	80 guests	N/A	N/A
Full Clubhouse	220 guests	320 guests	200 guests	200 guests
Board Room	24 guests	N/A	40 guests	N/A

FUNCTIONS & EVENTS

Whatever type of function you are planning, the team at Burleigh Golf Club can accommodate your needs.

We specialise in;

- Birthday Parties
- Anniversary Parties
- Family Reunions
- Baby Showers
- Bucks Parties
- Hens Night
- Christmas Parties
- Product Launches
- Wakes

To ensure you can enjoy your party or function, we can arrange on your behalf;

- Flowers and decorations
- Entertainment and Master of Ceremonies
- Photography
- Limousine transfers
- Accommodation



WEDDINGS

With stunning views over the golf course, Burleigh Golf Club is the ultimate location for your special day.

Our Gumtrees Brasserie will be yours providing a private setting for a contemporary or traditional celebration. We can accommodate up to 120 guests and offer a range of packages to suit every taste and budget. The complete Burleigh wedding experience includes;

- Innovative and seasonal menu selections featuring the freshest regional cuisine;
- Exquisite room and table decorations including dressed cake table;
- Floral arrangement on all guest tables;
- A range of entertainment options; (additional expense)
- Personalized menus
- Organizing accommodation for the bridal couple on the wedding night including limousine transfer after the reception

Our expert Wedding Coordinator is available to meet with you and discuss your needs and then provide a personalized quotation.



SEMINARS & CONFERENCES

Our private Board Room can accommodate up to 40 guests. Break out areas overlooking the course are also available.

Gumtrees Brasserie caters for post conference dining or cocktail receptions, morning and afternoon teas, breakfasts & lunches.

Our conference packages include;

- Private Board Room
- Flip chart & Paper
- Conference Note pads & Pens
- Whiteboard & Markers
- Large television for presentations
- Iced Water
- Catering Options to suit your seminar or meeting
- Fax & Photocopy Services
- Complimentary car parking



ENQUIRIES

If you would like to arrange an inspection of the facilities of Burleigh Golf Club, simply contact Allison Devine our Function & Events Coordinator on 07 5572 8266.

Alternatively, if you would like further information or a proposal for an event, function, conference or wedding, complete the Function Request Form and return to the Club. We will reply to your enquiry within 1 working day.

SELECTING YOUR MENU

We would be pleased to assist in your catering selections and menu choice. A number of standard menu options are available and based on your specific needs we can customise a menu for you.

We can provide a selection of vegetarian and children's meals.

All prices within this package are inclusive of GST. All menus are subject to price and product change, due to the availability of seasonal produce.

SELECTING YOUR BEVERAGE REQUIREMENTS

Burleigh Golf Club offers a full range of beverage options and an extensive wine list at competitive club prices. Where clients may request a wine currently not on the wine list, the Club can order this wine for you providing a minimum of 14 days notice is given.

In accordance with Liquor Licensing guidelines, it is an offence for guests to bring beverages including liquor into the premises at anytime unless written approval has been granted by the Club.

ROOM HIRE FEES

Function Room	Weddings	\$450	
	Night Functions	\$320	Set up from 5pm
	Day Functions	\$250	Between 8am – 4pm
Board Room	Room Hire	\$40 per hour	
Balcony on the Greens	Night Functions	\$320	Set up from 5pm
	Day Functions	\$250	Between 8am – 4pm

Burleigh Golf Club members receive 50% discount on all room hire charges.

Sundays & Public Holiday Surcharge

A public holiday surcharge of 15% applies on Room Hire, Beverage and Food charges.

On Sundays the surcharge is 10%.



BOOKING POLICY & PAYMENT OF ACCOUNTS

i) Confirmation of Booking

All bookings are deemed enquiries until such time as the appropriate room hire charges are received in full by the Club.

ii) Confirmation of Number of Guests

Weddings, Parties and Other Functions; Final numbers must be given at least seven (7) days prior to the event. This number is the minimum number of guests who will be catered and charged for. All increases in number of guests must be notified immediately and will be included in the final account.

Seminars or Conferences: Final numbers are required three (3) working days prior to the event. This number is the minimum number of guests who will be catered and charged for. All increases in number of guests must be notified immediately and will be included in the final account.

iii) Cancellation Policy

Weddings, Parties and Other Functions; Refunds are offered as follows;

- Cancellation notice given 2 months in advance – 100% refund
- Cancellation notice given 1-2 months in advance – 50% refund
- Cancellation received less than 1 month in advance – No refund

Seminars & Conferences; Refunds are offered as follows;

- Cancellation notice given months in advance – 100% refund
- Cancellation notice given 2-4 weeks in advance – 50% refund
- Cancellation received less than 2 weeks in advance – No refund

iv) Payment of Accounts

All food and beverage accounts must be paid on the day of the function unless credit arrangements have been applied for in advance and granted by the Club.

OTHER INFORMATION

i) Security Fee

In line with Liquor Licensing regulations, a Security Guard is required for any functions over 120 guests. This will be charged at \$40 per hour.

ii) Insurance

Burleigh Golf Club will take all necessary care but cannot accept responsibility for damage or loss of any possession used, or left on the premises before, during or after a function. The client should consider taking out their own insurance if so desired.

iii) Damage

The client is financially responsible for any damage suffered to the Burleigh Golf Club's property during a function. Any damage will be charged to the client by the Club.

iv) Fire Safety

Fire Safety laws prohibit the use of heaters, heat producing devices, open flames, lamps, lanterns or Pyrotechnic displays inside the Club.

v) Smoking Legislation

Under Queensland Smoking Legislation, smoking is only permitted in Designated Outdoor Smoking Areas (DOSAs). Smoking is also not permitted inside the Clubhouse or Club Buildings.

vi) Course Access

Unless prior approval is given, access to the golf course and practice facility access is not permitted.



CONTACT US

For more information, please contact Allison Devine our Weddings & Functions Coordinator on (07) 5572 8266.

FUNCTION REQUEST FORM

To be completed by the client and returned to the Club Office.

FUNCTION DETAILS

Day & Date of Function _____ Time/s _____

Guest Arrival Time _____ Bride Arrival Time (if applicable) _____

Meal Time _____

Function Room Requested

Boardroom Restaurant Entire Clubhouse Other _____

Type of Function

Seminar Conference Wedding _____ Birthday

Other _____

Number of Persons

Adults _____ Children _____ Menu Type (eg. 2 course, buffet etc) _____

CLIENT DETAILS

Name of Client _____ Contact Person _____

Address _____

Contact Number _____ Email Address _____

I understand and accept the Terms & Conditions and further understand the Total Costs are just a guide and dependant upon final confirmation.

Client
Name _____ Signature _____ Date _____

Club
Name _____ Signature _____ Date _____