



TIVERTON GOLF CLUB POLICY FOR SOCIETY BOOKINGS

The aim of this Policy is to have procedures in place, so all society (or group) bookings and payments are dealt with equitably and consistently.

Initial Booking

This can be made in person, over the phone or via email. Generally, all society bookings are agreed with the Club Manager, but may also be booked by the Office staff, Professional staff or Hospitality Managers.

All agreed items (including date, tee times, food requirements, buggies, nearest pins etc) and prices should be confirmed in writing to the society organiser.

A deposit will be required (to be paid by bank transfer or debit card) to confirm the booking. This deposit is non-refundable, except for cancellation due to inclement weather / course closure.

Any subsequent changes to the booking will be confirmed by email. Final numbers to be confirmed by the organiser 7 days prior to the event.

Payment

Payment of the balance to be made ideally in advance of the event. If previously agreed by the club, the event may be invoiced after the date, and following invoice, payment is due within 7 days.

If payment prior to the day is not possible, then ONE payment to the club shall be made, normally at the bar, on the day of the event (**ie no individual payments from each player to the club on the day**). This payment of the full balance must be made before players tee off.

Cancellation

If the event is cancelled by the club, a full refund (including the deposit) will be made.

If the event is cancelled by the society, more than 7 days prior to the event, all fees paid (except the initial deposit) will be refunded. The deposit may be carried over to a future booking.

If the event is cancelled by the society, less than 7 days prior to the event, no refund will be given, however, the fees may be carried over to a future booking.