


# Wedding Receptions

 ALL INCLUSIVE PACKAGE 

 [functions@mcleodgolf.com.au](mailto:functions@mcleodgolf.com.au)

 (07) 3376 3666





 WEDDING  
RECEPTION *Inclusions*

**01.**

**Westlake Room Hire**

Enjoy full day use of the Westlake Room. Including the day prior for decor setup ensuring your wedding day runs seamlessly.

**02.**

**Greens Balcony Hire**

With stunning views over the greens our balcony space is the perfect extension from our Westlake Room for guests to enjoy some fresh air.

**03.**

**Amenities and Decor**

The Westlake Room hosts a private bar, bathrooms and entrance. Our events team will work alongside you to organise decor and AV to suit your needs.

**04.**

**Food and Beverage**

Personalise your own 2 course alternate drop menu, and drinks selections with our team. Delight your guests with wedding cake for dessert cut and served by us.





## PACKAGE

# Key Details

- **Price**  
\$195 per person
- **Capacity**  
Min pax 60ppl  
Max pax 80ppl
- **Availability**  
Our team will make sure to confirm date availability.
- **Walkthrough**  
Book a walkthrough with our events team to get a feel for the space.
- **Consultation**  
Up to 10 hours of personal consultation with our events team.



**Contact Our Team:**

✉ [functions@mcleodgolf.com.au](mailto:functions@mcleodgolf.com.au)

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# The Westlake Room

The Westlake Room at McLeod is a beautifully versatile wedding reception space, perfectly suited for groups of 60-80 seated. Designed to be fully customizable, the room adapts effortlessly to your wedding vision — from an elegant formal reception to a relaxed and joyful celebration with family and friends. With refined décor options, state-of-the-art audiovisual facilities for speeches and entertainment, and the support of our experienced event planning team, the Westlake Room provides a seamless setting where every detail is thoughtfully considered. It's the ideal backdrop for an unforgettable wedding reception that flows effortlessly from start to finish.



# The Greens Balcony

The Greens Balcony offers a stunning open-air setting for your wedding reception with breathtaking course views. Our package offers exclusive access to the full-length balcony, which is perfect for cocktail-style receptions, and post-dinner or pre-dinner drinks. High bar tables and stools create a stylish yet comfortable atmosphere, encouraging guests to mingle while enjoying the scenery. With its elevated outlook and fresh, modern feel, the Greens Balcony is an exceptional choice for couples seeking a memorable and picturesque wedding reception experience.



# Amenities and Decor



## AV

- Bluetooth surround sound speakers
- Projector and screen
- TV
- Microphones (2)
- Fairy lights on the balcony

## Linen

- White Linen Tablecloths
- White napery
- White chair covers

## Decor

- Gold Chair Sashes
- Table Decor - organise with our team

## Amenities

- Private Bathrooms
- Private Bar - setup cash bar or bar tab
- Dancefloor (optional)
- Balcony with smokers' area

# Food and Beverage

## 2 Course Alternate Drop Menu Options:

### ENTRÉES

**(1) Chicken Caesar Salad**  
with cos lettuce, croutons,  
parmesan, boiled egg  
& crispy bacon pieces.

**(2) Smoked Salmon**  
with crème fraîche, fried  
capers, watercress salad  
& crispy bread.

**(3) Coconut Crumbed Chicken  
Tenderloins**  
Plated with a mango salsa and  
lime-infused jasmine rice.

**(4) Roasted Broccoli Steaks**  
With pumpkin puree, pinenuts and  
crumbled feta. (V)

### MAINS

**(1) Pan-Seared Salmon**  
with lemon dill Sauce,  
saffron rice and  
steamed broccolini.

**(2) 200G Striploin**  
served with rosemary and  
garlic roasted potato, seasonal  
greens, and red wine jus (GF).

**(3) Mint-Crusted Lamb Cutlets**  
served with roasted potato,  
seasonal greens and a  
cooling mint yogurt sauce.

**(4) Mushroom Risotto**  
A creamy blend of mixed  
mushrooms, spinach, and  
parmesan, topped with  
truffle oil. (V)



### Cakeage:

Includes the cutting and serving of  
your Wedding Cake with a  
complimentary dollop of cream  
per slice.

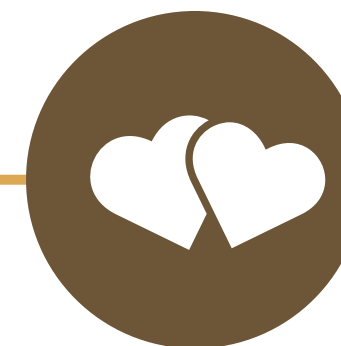


### Drinks Options

Stock the Westlake Room Bar with drinks of  
your choosing. We provide an extensive  
selection of fine wines, craft beers, and classic  
cocktails to complement your event. For those  
preferring non-alcoholic options, we offer  
refreshing mocktails, soft drinks, juices, coffee  
and tea.

KEY

# Timeline



## Upon Booking

- Booking Fee of \$100 due to secure your date
- Booking form with T&C's complete

## 30 Days Before

- Confirm schedule, tentative numbers & special requirements
- 50% deposit is due

## 21 Days Before

- Any late changes to numbers and booking details
- Final paperwork is emailed as confirmation

## 14 Days Before

- Final attendee numbers are confirmed
- Payment is due by direct debit, credit card or eftpos

## Wedding Day:

Enjoy your special day while we handle all the details for you

# Wedding Reception



## BOOKING FORM

Contact Name

Event Name

Contact Number

Number of Guests

Email

Desired Theme/Decor

Date & Time

AV Required

Layout Arrangement

Cash Tab or Bar Tab

Terms and Conditions

Read

Accept

Date:

Code of Conduct

Read

Accept

Printed Name:

Signature:

# Terms and Conditions



## CONFIRMATION & DEPOSITS

A 7-day tentative booking may be placed without any obligation from the client. Once the tentative period lapses, we reserve the right to release the tentative booking for other bookings without further notice. The Booking Fee of \$100.00 is payable on confirming the date and securing the booking. The booking is considered confirmed when the fee is paid, and the client has sighted and signed the terms and condition. The club accepts cash, eftpos, EFT or credit card. No Cheques or Accounts.  
A Deposit of 50% is due 30 days prior to the event date to cover in-house costs in the case of client cancellation.

## CONFIRMATION SCHEDULE

To ensure a smooth and successful golf function, all details relating to the schedule, menu, beverages & setup are required no later than 30 days prior to your event. The following schedule is;

- 30 days from the golf or function booking - confirm the times, tentative numbers & special requirements, & 50% deposit is due.
- 21 days from the golf or function booking - any late changes to numbers or changes in the booking details and final paperwork is emailed as confirmation.
- 14 days from the golf or function booking - final numbers are confirmed covering the booking and the payment is due by direct debit, credit card or eftpos. Failure to pay the balance by the required date may cause the golf of event to be cancelled and resold, with the deposit forfeited.

## PRICING & SURCHARGES

Prices and inclusions may change without notice, except for finalised bookings. A \$200 surcharge may apply for major changes to setup on the event day. Labour surcharges for Sunday events and Public Holidays (15%).

## DELIVERY AND COLLECTION

No client shall leave on or deliver any goods, materials or equipment to the premises, without prior managerial consent. You are responsible for the booking of delivery/ courier services to collect any items left at the club after your event. Items not collected within 7 days, including 3rd party deliveries, will be disposed of. While efforts are made for safe keeping, McLeod Golf Club don't take responsibility for items on premises.

## EXTENTION OF TIME

If your event or function goes beyond agreed times, it incurs a \$100 per half hour charge. You can notify us in writing of the intention to extend before the event; approval at managers discretion. Failure to vacate by confirmed time may result in charges.  
For set up and pack down times, please speak to your Event Manager for your event's specific bump in and bump out times.  
Failure to adhere to these agreed on times will result in an additional charge which will be at the discretion of the Manager.

## CLEANING

A cleaning fee is applicable for the disposal of any boxes or removal of excessive waste upon the completion of the booked event.  
Should professional cleaning be required this fee will be payable.  
The fee applicable is at the discretion of the club.  
Confetti or poppers are not permitted.

## FOOD SAFTEY

For your health and safety, we strongly advise against taking home any food that has been left out for several hours during the function.  
Food that is not properly stored can become a breeding ground for harmful bacteria, which may cause foodborne illnesses

## CANCELLATION/RELOCATION/ TRANSFER OF FUNCTION OR GOLF

McLeod Country Golf Club retains the right to cancel a booking, transfer the booking or relocating the booking to another date if another event relating to the Golf Industry or MembersBase with 30 days prior notice and a full refund is provided.

## CANCELLATION POLICY

A notice of cancellation must be received in writing 30 days prior to the golf or function booking to receive a refund of the deposit. If you decide to cancel your booking the following conditions will apply;

- Postponement of your booking will incur a \$100 administration fee.
- Cancellation of your booking will forfeit the 50% deposit if notice in writing is less than 30 days.
- Extreme circumstances/natural disasters or family deaths/tragedies; at discretion of manager, may be refunded in full less the cost incurred to the date of the agreed cancellation.

## RSA POLICY - PATRON SAFTEY

In accordance with Responsible Service of Alcohol (RSA) requirements, this venue is committed to maintaining a safe and responsible environment for all patrons. We have clear policies in place to support patron safety, which staff are required to enforce. Service may be refused if a patron appears intoxicated or is consuming alcohol at a rate or volume that may pose a risk to themselves or others.  
These measures help reduce alcohol-related harm and ensure the wellbeing of everyone on the premises. Details of our house policy are available on our website and can also be viewed at the venue.

# Code of Conduct

The Code of Conduct is a guide to members and visitors which summarises McLeod Country Golf Club's (the Club) expectations of its members, and visitors. The Code of Conduct has been developed to ensure a safe, friendly and respectful place for members, visitors and staff to gather in the spirit of cooperation, relaxation, good will, fun and friendly competition whilst they're on McLeod Country Golf Club premises. This Code of Conduct also applies to Members representing McLeod Country Golf Club whilst at another Club. McLeod Country Golf Club Members and Visitors shall:

Comply with club policies and procedures, signage and lawful directions of employees whilst in the Clubhouse including the golf course. This includes directions of employees when applying Responsible Service of Alcohol and Responsible Service of Gaming rules and regulations.

Refrain from disorderly or disruptive behaviour & respects the rights and values of other members and guests. Abide by the McLeod Country Golf Club Dress Code both in the Clubhouse and on the golf course.

Interact with employees in a courteous manner and not to engage in behaviour towards each other or employees that is intended to abuse or harass or that under mines the health and wellbeing of employees and other members and guests. Understands that the Club's Management is responsible for instructing staff in the performance of their duties. Doesn't represent or denigrate the Club in any way, shape or form either in person, through media or through any form of social media. Doesn't misrepresent their position and or authority to others.

Doesn't pursue personal activities on McLeod Country Golf Club premises, without prior permission from Club management including illegal materials.  
Respects the property of McLeod Country Golf Club with care and diligence and not wrongfully damage McLeod Country Golf Club facilities or any property belonging to McLeod Country Golf Club or another member of guest.  
Adheres to the Rules of Golf, golfing etiquette and sportsmanship.  
Adheres to the By-Laws currently in force and effect.

Club Management continues to monitor the Code of Conduct. If a breach occurs and can be proven, McLeod Country Golf Club may initiate disciplinary action. The following actions may apply depending on the seriousness of the Code breach - refusal of entry, written warning, the removal of playing privileges, suspension or termination of membership.