

Full Name of Organiser			
Company/Entity Name			
Contact Number & Email Address			
Date of Function			
Membership Number			
Function Type Eg Birthday, Xmas Party etc			
Expected No. of Guests		No. of Guest Under 18	
Room Set Up Time (if applicable)	am/pm	Set Up Finish Time	am/pm
Function Start Time	am/pm	Function Finish Time	am/pm

VENUE HIRE	SPACE FOR USE	REQUIRED? (circle)
	Main Lounge (approx. 130 people)	YES / NO
	Lower Lounge (approx. 70 people)	YES / NO
	Outdoors – tables/umbrellas on green (approx. 35 people)	YES / NO
	Outdoor - large umbrella tables (approx. 50 people)	YES / NO
CATERING	CATERING OPTIONS	
	Cocktail menu/ Finger Food	YES / NO
	Self-Serve (Buffet)	YES / NO
	Formal (plated meals)	YES / NO
	Bar Snacks (basic fried foods)	YES / NO
	Tea/Coffee Facilities	YES / NO
OPTIONS	OTHER	
	Barefoot Bowls	YES / NO
	Tablecloth Hire	YES / NO
	Bar Tab / Wristbands	YES / NO
	Security/ Crowd Controllers	YES / NO
	Projector + mic	YES / NO

ADDITIONAL NOTES/COMMENTS

- Food Selection/ Details

OFFICE USE ONLY

Booked area/Items	Costs
Room Hire	\$
Food	\$
Drinks	\$
Staff costs	\$
Deposit required	\$
Balance payable	\$
Total Amount	