



19 Market St / PO Box 25, Goulburn 2580
www.goulburnclub.com.au Club ph: 02 4821 2043
functions@goulburnclub.com.au Functions ph: 02 4821 8131

Function Booking Form

Name/Organisation: _____ Date/s: _____

Type of Function: _____ (e.g. 21st birthday, anniversary, meeting)

Number Attending: _____ (to be confirmed 10 days before function)

Note: The Club is allowed up to 100 people in the Club at any time. This includes other people not attending your function.

Room/s Required:

Both the Durack Room and Gallery Room have direct access to the verandah. Only the Gallery Room has direct access to the bar. All bookings include use of kitchen and verandah. Please tick:

Full room fees:

- Durack Room \$220 for up to 80 (e.g. large party with entertainer)
- Gallery Room and annex \$165 for up to 50 (e.g. small party)
- Verandah only \$110 for up to 20 (e.g. lunch party)
- Twynam Room \$77 for up to 10 (e.g. meeting)

Member Benefit:

Membership No. _____

For member's function with 40+ guests and bar open: no room fee. For member's other function: 50% discount.

Times: Set-up: _____ Start: _____ Finish: _____ Clean-up: _____

Note: The usual bar closing time is midnight.

Person Responsible: _____

Address: _____ Email: _____

Telephone: mob _____ home _____ work _____

I HAVE NOTED THAT:

- An inspection of the Club's facilities is recommended before confirming this booking.
- As the function will be held on licensed premises, the requirements of the liquor licence must be met, including:
 - No alcohol may be brought onto Club premises (no soft drinks either).
 - Under-18s must be in the care of a responsible adult (i.e. parent, or significantly older adult).
- I or one of my party is a Full, Provisional or Honorary Member of the Club and will sign in Guests.
- Catering facilities at the Club are very limited, and payment for catering is a private arrangement between myself and the caterer.
- Professional security is required for 18th and 21st birthday parties, and for some other functions at the Club's discretion. Payment for security is a private arrangement between myself and the security company.
- For my booking to be confirmed, this form and the **full room fee** are required within 14 days of my enquiry (hand in at Club, or email to functions@goulburnclub.com.au).
- I may cancel this booking and receive a full refund up to **14 days before** the function date. For later cancellations the full room fee will apply.

Signature: _____ Date: ____/____/____

SEE OVER FOR INFORMATION, CONDITIONS OF BOOKING AND PAYMENT

INFORMATION AND CONDITIONS OF BOOKING

SETTING UP: You can access the Club early on the day of your function to set up seating, tables, decorations, entertainment, etc. (time by arrangement – please advise on this form).

SIGNING IN: Anyone in your party aged 18+ who is not a Club member must sign in on arrival, either:

- as a Temporary Member (if they live more than 5 km from the Club or are a member of a similar Club), OR
- as a Guest of a Full, Provisional or Honorary Member.

Which person in your party will sign in Guests? Name: _____ **Membership No.:** _____

NOTE: Guests must stay in the reasonable company of the signing-in member and must not stay later than that member.

SECURITY: For 18th and 21st birthday parties, you are required to hire professional security, at your own cost. Security should commence when guests are expected to arrive, and continue until all guests have left.

The Club can advise on local security companies.

Security may also be required for some **other parties**, at the Club's discretion.

NOTE: The Club reserves the right to cancel the function immediately if security is required but does not arrive.

Security company name: _____ **Number:** _____ **mob:** _____

BAR: What bar arrangements do you want? Please tick ONE box:

- Persons buy own drinks. OR Run a credit account up to \$ _____
for (please circle): Beer – house wine – premium wine – soft drinks – spirits – any

Do you have any special requests for drinks? _____

The bar must close at or before midnight. Bar staff will give notice of closing 15 minutes before closing time. All patrons are to leave within 15 minutes after closing.

ENTERTAINMENT: What sort of entertainment are you planning? Please give the name of any entertainer(s) engaged.

CATERING: The Club has limited facilities for self-catering. In the kitchen, you have use of the cooker, fridge-freezer, microwave, benches and sink. You need to provide your own baking and serving trays, utensils, cloths, etc., also all cutlery, crockery and linen. Please state whether you are self-catering, or the name and contact details of your caterer:

_____ Phone: _____

Catering to commence at: _____ Seating arrangements (e.g. buffet/sit-down/finger food): _____

CLEANING UP: Kitchen: All kitchen equipment used must be cleaned. The floor must be mopped of any spills.

Function Room/s: All decorations, equipment, rubbish, band equipment, etc. must be removed on the day of the function or as soon as possible after (time by arrangement – please advise on this form).

***** PLEASE CONTACT THE FUNCTIONS MANAGER FOR ANY DISCUSSION (see front of this form) *****

PAYMENT REQUIRED WITH THIS FORM

- Full room fee OR • Just your credit card details

The room fee due will be assessed after your function.

Then any surplus you paid will be returned, OR your credit card will be charged appropriately.

CANCELLATION: The full room fee will be charged for cancellations made less than 14 days before the function date.

DAMAGE/CLEANING: The Club may add a fee in the case of damage or if extra cleaning is required.

PAYMENT METHOD

(circle one): Cash –
Cheque – EFTPOS –
Credit Card

Credit card details:

Card type: Visa / Mastercard Amount: _____

Card number: _____

Expiry: ___ / ___ Signature: _____

Date: / /

OFFICE USE ONLY

Room fee \$ _____ Date paid: _____ Received by: _____

Bar credit \$ _____ Date paid: _____ Received by: _____