**Function
 Booking Form**



***19 Market St / PO Box 25, Goulburn 2580***

***www.goulburnclub.com.au Club ph: 02 4821 2043***

***functions@goulburnclub.com.au Functions ph: as above***

**NAME/ORGANISATION** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**DAY**  \_\_\_\_\_\_\_\_\_\_\_\_ **DATE** \_\_\_\_\_\_\_\_\_\_\_\_\_

**TYPE OF FUNCTION**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*e.g. birthday, reception, meeting, wake*)

**RESPONSIBLE PERSON/MEMBER** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Membership No.** *:* \_\_\_\_\_\_\_\_\_\_

*• The Responsible Person/Member is* ***responsible for the behaviour of their guests*** *and is the* ***key liaison*** *with Club staff.*

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone:** mob \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NUMBER ATTENDING** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (max 100) (*please confirm a week before function)*

**ROOMS AND PRICES**  *(please tick)*

 **Price Suitability**

**🞎 Durack plus Gallery Rooms $50**  (up to 100, e.g. large party with entertainer)

**🞎 Gallery Room or Durack Room $30**  (up to 50, e.g. medium party)

*• Only members are eligible to book functions.*

*• Acceptance of bookings depends on availability and operational requirements, at the discretion of the Functions Manager.*

**TIMES Set-up:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Start:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Finish:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Clean-up:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*• You can usually access the Club early to set up seating, tables, decorations, entertainment, etc. (time by arrangement).*

*• The bar must close* ***by 11.30pm.*** *Bar staff will give notice of closing to the Responsible Person/Member 10 minutes before closing.*

*•* ***All patrons are to leave by the booked Finish time.***

*• Cleaning up must be done as soon as possible after the function: the same or next day (time by arrangement).*

**IMPORTANT**

*•* ***UNDER 18s*** *must be in the care of a responsible adult (i.e. parent, or significantly older adult) and must not enter the Bar.*

*•* ***NO ALCOHOL OR SOFT DRINKS*** *may be brought onto Club premises. Any alcoholic gifts must be stored unopened behind the bar until you leave. Discovery of any illicit alcohol in the Club will result in* ***immediate termination of the function.***

*•* ***NO 18TH OR 21ST*** *birthday parties will be accepted.*

*•* ***NO CONFETTI OR SPRINKLES*** *may be used in decorations.*

**SIGNING IN** *When the Club is open, any person in your party aged 18+ who is not a Club Member must sign in on arrival, as EITHER:*

*• a Guest of a Full or Provisional Member OR*

*• a Temporary Member (if the person lives more than 5 km from the Club or is a member of a similar club).*

**Who in your party will sign in Guests?** **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Membership No.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• *Guests must stay in the reasonable company of the signing-in Member and must not stay later than that Member.*

**TURN PAGE OVER TO COMPLETE YOUR BOOKING >>>**

**Function Booking Form (continued)**

**MEETINGS**

*• The Club has limited technical facilities for meetings. Please consult the Functions Manager before booking.*

**BAR** *(tick one)*

🞎 Persons buy own drinks. 🞎 No bar

🞎 Run credit up to $ \_\_\_\_\_\_\_\_\_\_\_\_ for (*please circle*): beer – house wine – premium wine – soft drinks – spirits – any

**ENTERTAINMENT** *(tick one)*

🞎 ipod or similar 🞎 Booked entertainer 🞎 DJ presenter 🞎 No entertainment

Booked entertainer/DJ*:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• *If you want to use any Club sound equipment, please consult the Functions Manager a fortnight before the function. Fees apply.*

**CATERING**

*• The Club does not have a catering service. You may self-cater or book a private caterer.*

• *The kitchen, located downstairs, has a commercial-size cooker, fridge-freezer, microwave, benches, dishwasher and sinks.*

• *The kitchen is NOT available on Thursday or Friday night.*

*• For health regulations, you need to provide all your own cooking and serving equipment, including linen or disposables.*

• *Tea/coffee facilities can be provided (by prior arrangement).*

*• It is customary to offer access to your catering to the Club’s volunteer staff. Please advise beforehand if you do NOT wish to provide this.*

**What are your catering arrangements?** (*tick all applicable*)

🞎 Self-catering 🞎 Booked caterer 🞎 No catering

🞎 Kitchen not required 🞎 Kitchen required, from *(time):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Catering starts at: \_\_\_\_\_\_\_\_\_\_\_\_ Catering style *(e.g. buffet/sit-down/finger food):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Booked caterer *(if any):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CLEANING UP**

*• Our rates are only possible if you agree to clean up after your function.*

*•* ***All food scraps and spills must be cleaned away and removed before Finish time on the day.***

*• Floors of rooms used must be swept and mopped of any spills.*

*• All decorations, equipment, rubbish, band equipment, etc. must be removed.*

*• If used, the kitchen must be left as you found it, in a hygienically clean condition approved by the Club.*

• *If you choose not to clean up (by arrangement), you will be charged a* ***cleaning fee of $35 per cleaner per hour.***

**PENALTY FEE**

*• If the Club is left with damage, breakages or mess to remedy, you will be charged a* ***penalty fee of******costs plus******$35 per hour.***

**PAYMENT**

*• Please discuss your preferred method of payment with our Functions Manager. There are a number of options.*

*• We can provide a tax invoice/receipt on request.*

**CONFIRMATION AND CANCELLATION**

*• The Club recommends that you* ***check the facilities*** *before confirming this booking.*

*• Please confirm your booking* ***within 14 days of enquiry****.*

*• To confirm,* ***return this form*** *by hand to the Club or by email to functions@goulburnclub.com.au.*

*• For any* ***cancellation less than 14 days*** *before the function, you will be* ***charged the full room fee****.*

**PLEASE CONTACT THE FUNCTIONS MANAGER FOR ANY DISCUSSION**

**SIGNATURE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_