



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

Function Booking Form

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
<input type="checkbox"/> Durack plus Gallery Rooms	\$50	(up to 100, e.g. large party with entertainer)
<input type="checkbox"/> 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** _____