



Lane Cove Golf Club

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PO Box 878, LANE COVE 2066
Fax 02 9427 9852
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FUNCTION INQUIRY FORM

Hirer's Name: _____

Company/Assoc. Name (if appl): _____

Email address: _____

Phone: _____

Function Date: 1st Choice: ____/____/____ 2nd Choice: ____/____/____

Description of Function: _____

Venue Area & Guest Capacity:

- | | |
|--|--|
| <input type="checkbox"/> Upper Auditorium – 36 persons | <input type="checkbox"/> Lower Auditorium – 19 persons |
| <input type="checkbox"/> Conference Room – 11 persons | <input type="checkbox"/> Outdoor Terrace / Deck – 19 persons |
| <input type="checkbox"/> Whole Club – 85 persons | |

No. of Guests: _____ Proposed Hours: From ____:____ am/pm to ____:____ am/pm

Beverage Supply to Guests:

- Not Required Guests to pay their own Hirer to pay

Tea & Coffee Station (including individually wrapped cake slices): Not Required Yes

Catering: Not Required Yes - Self-Catering* Yes - External Caterer*

*If Yes, details: _____

Note: Room decorations, table linen/covers and napkins are to be supplied by the hirer

Use of Club Kitchen: Not Required Yes - \$100 incl GST Cleaning Fee Applies

Audio-Visual Requirements (if any):

- Projector* Drop Down Screen^ Whiteboard Microphone Portable TV Lectern

* Comes with 15-Pin VGA Cable (Male to Male), HDMI Cable and Apple Lightening Digital AV Adaptor

^ Drop Down Screen available in Upper Auditorium and Conference Room only

Entertainment? DJ/Band Photo Booth Photographer Club Radio/Own Music N/R

Seating Layout: Theatre Classroom U-Shaped Boardroom Other - below

Details _____

Any Other Relevant Function Information:

Note: Due to COVID-19 please note the Club is operating under the following rules:

- Up to 85 patrons at any one time;
- All visitors (members, non members and staff) to provide contact details on entry;
- Social distancing of 1.5m to be observed;
- No dancing is permitted and patrons must be seated as much as possible;
- Functions are limited to no more than 10 people unless the event is a wedding, a wake or organised by a business for their staff, clients or stakeholders;
- Any persons with the mildest of COVID19 symptoms (eg cough, shortness of breath, rapid breathing, sore throat or a runny nose) to notify Club staff immediately and leave the premises as soon as possible.

Please return to the Function Manager on email info@lanecovegolfclub.com.au