



Lane Cove Golf Club

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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:

- Upper Auditorium – 36 persons Lower Auditorium – 19 persons
 Conference Room – 11 persons Outdoor Terrace / Deck – 19 persons
 Whole Club – 85 persons (66 indoor & 19 outdoor)

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:

-The square metre rule applies and limits will be determined in accordance with 1 patron per 4 square metres both indoors and outdoors. The club is permitted to have up to 85 patrons at any one time across 4 function areas (66 indoors and 19 outdoors);

– Patrons must be seated in both indoor and outdoor areas;

– All visitors (members, non members and staff) must provide contact details on entry;

– Dancing is only permitted for up to 20 members of a bridal party and subject to no more than 1 person per 4 square metres;

- There is no limit on the size of a group, gathering, booking or reservation subject to the square metre rule with the exception of weddings, wakes and funerals (these are capped at 100 guests);

– All purchases at the bar must be made by card. The ATM machine is no longer available.

- No self-serve buffet style food service is permitted; no communal bar snacks allowed, and no communal condiments permitted (unless on individual tables and cleaned between each customer);

– Any persons on premises with the mildest of COVID19 symptoms (eg cough, shortness of breath, rapid breathing, sore throat or a runny nose) are 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