



Lane Cove Golf Club

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FUNCTION INQUIRY FORM - WAKES

Hirer's Name: _____

Email address: _____

Phone: _____

Function Date: 1st Choice: ____/____/2021 2nd Choice: ____/____/2021 3rd Choice: ____/____/2021

Venue Area and COVID-Safe Seating Capacity:

- Upper Auditorium – 72 persons
- Lower Auditorium – 38 persons
- Conference Room – 22 persons
- Outdoor Terrace / Deck – 38 persons
- Whole Club – 170 persons

No. of Guests: _____ Proposed 4 Hours: From ____:____ am/pm to ____:____ am/pm

Beverage Supply to Guests:

- Not Required
- Guests to pay their own
- Hirer to pay

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

*If Yes, details: _____

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

^ Finger food (sandwiches, wraps hot rolls)

White Tablecloths (Hire Fee \$7.50 ea): Not Required Yes – No. of tables to cover: _____

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

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 density limits will be determined in accordance with 1 patron per 2 square metres both indoors and outdoors. The club is permitted to have up to 170 patrons at any one time across 4 function areas (132 indoors and 38 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 2 square metres;
- There is no limit on the size of a group, gathering, booking or reservation subject to the square metre rule;
- 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