



Lane Cove Golf Club

ACN. 000 361 142
180 River Road, NORTHWOOD NSW 2066
Phone 02 9427 6631
Website www.lanecovegolfclub.com.au

ABN. 50 000 361 142
PO Box 878, LANE COVE NSW 2066
Email info@lanecovegolfclub.com.au

FUNCTION INQUIRY FORM

Hirer's Name: _____

Email address: _____

Phone: _____

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

Description of Function: _____

Venue Area & Guest Capacity (per COVID restrictions):

- Upper Auditorium – 72 persons
- Lower Auditorium – 38 persons
- Conference Room – 22 persons
- Outdoor Terrace / Deck – 38 persons
- Whole Club – 170 persons (132 indoor & 38 outdoor)

No. of Guests: _____ (Max. 100) Proposed 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*

*If Yes, details: _____

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

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

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

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:

COVID- 19 Information: 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 2 square metres both indoors and outdoors;
- Patrons are permitted to stand whilst drinking in both indoor and outdoor areas;
- All visitors (members, nonmembers and staff) must provide contact details on entry;
- There are no restrictions on dancing and singing;
- All purchases at the bar must be made by card;
- 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.

Other Hire Conditions (applicable to functions for Young Adults):

- Guest numbers are capped at 100 guests;
- All beverages are served in tough plastic glassware (no glass allowed);
- Security guards must be present (per ratio below);
- All guest names must be submitted to the Club 24 hours prior to the function;
- Hire period is for 4 hours (unless otherwise agreed);
- No large bags/backpacks are permitted in the venue;
- No re-entry of guests is permitted after entering the venue;
- No candles, glitter or sparklers are allowed in the venue;
- Hirer to supply wrist bands for the purpose of identifying those able to consume alcohol;
- Function bond of \$1,000 is payable before the event (the bond is fully refundable following the event, subject to the deduction of any outstanding purchases on the hirer’s account, any additional fees for keeping the Club open beyond the agreed time of the function, additional cleaning fees and/or damages to Club property that may occur during the function);
- Hirer must register their function with NSW Police (online link is provided). Evidence of registration must be submitted to the Club no later than 7 days before the party.

No. of Guests	No. of Security Guards
1-50	2
51-100	3

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