



Lane Cove Golf Club

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

ABN. 50 000 361 142
PO Box 878, LANE COVE 2066

Email info@lanecovegolfclub.com.au

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 – 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: _____ 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) \$5 pp: 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

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

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 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 are permitted to stand whilst drinking in both indoor and outdoor areas;

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

– There are no restrictions on dancing and singing;

- 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