



Lane Cove Golf Club

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

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PO Box 878, LANE COVE 2066

Email info@lanecovegolfclub.com.au

FUNCTION INQUIRY FORM - GENERAL

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 4 Hours: From _____:_____ am/pm to _____:_____ am/pm

Beverage Supply to Guests:

- Not Required
- Guests to pay their own
- Hirer to pay (via a bar tab)

Self-Serve Tea & Coffee Station (including cups, milk, napkins) \$3.50 p/p: 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

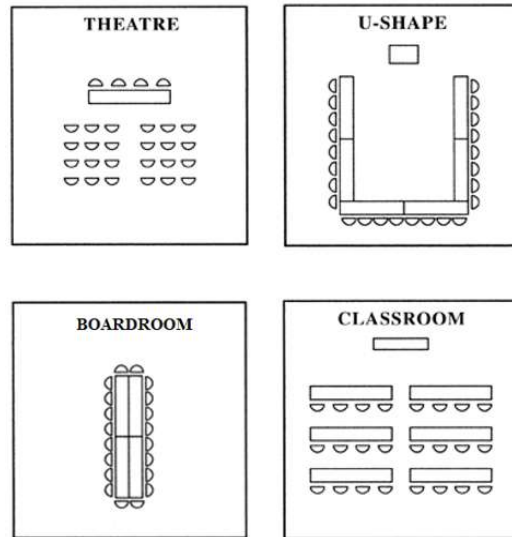
* Comes with 15-Pin VGA Cable (Male to Male), HDMI Cable and Apple Lightening Digital AV Adaptor

^ 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 2m²;
- 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.
- 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