



# Lane Cove Golf Club

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PO Box 878, LANE COVE NSW 2066  
Email [info@lanecovegolfclub.com.au](mailto:info@lanecovegolfclub.com.au)

## FUNCTION ENQUIRY FORM – YOUNG ADULT PARTIES

Hirer's Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone: \_\_\_\_\_

Function Date: 1<sup>st</sup> Choice: \_\_\_\_/\_\_\_\_/\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_/\_\_\_\_/\_\_\_\_

Description of Function: \_\_\_\_\_

### Venue Area & Guest Capacity:

- Upper Auditorium – Maximum 72 guests
- Lower Auditorium – Maximum 38 guests
- Outdoor Terrace / Deck – 50 seated/70 standing
- Whole Club – Maximum 100 guests

No. of Guests: \_\_\_\_\_ (Max. 100) Proposed 4 Hours: From \_\_\_\_:\_\_\_\_ am/pm to \_\_\_\_:\_\_\_\_ am/pm

### Beverage Supply to Guests:

- Not Required
- Guests to pay their own
- Hirer to pay via Bar Tab

Catering:  Not Required  Yes – please tick to receive our menu packages

### 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:

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**Note:** Due to COVID-19 please note the Club is operating under the following rules:

All visitors (members, non-members and staff) must provide contact details on entry for COVID-19 contact tracing purposes;

All visitors must provide evidence of full COVID-19 vaccination (unless you have a medical exemption). People aged under 16 who are not fully vaccinated must be accompanied by a fully vaccinated member of their household;

Face masks are mandatory indoors and for hospitality staff outdoors;

The square metre rule applies and density limits are determined in accordance with 1 patron per 2 square metres indoors, no limit outdoors;

Patrons are permitted to stand and drink in both indoor and outdoor areas, although discouraged;

Patrons are permitted to dance and sing indoors and outdoors but to exercise caution;

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

Any persons with the mildest of COVID-19 symptoms (these include a cough, shortness of breath, rapid breathing, a sore throat, or a runny nose) are requested to stay home and get tested.

**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 for the duration of the event (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 is permitted once a guest leaves the venue;
- No candles, confetti, glitter or sparklers are allowed in the venue;
- Hirer to supply Security with wrist bands for the purpose of identifying those able to consume alcohol;
- A 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 will be 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](mailto:info@lanecovegolfclub.com.au)