



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 ENQUIRY FORM – YOUNG ADULT PARTIES

Hirer's Name: _____

Email address: _____

Phone: _____

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

Description of Function: _____

Venue Area & Guest Capacity:

- Upper Auditorium – 80 seated/100 standing
- Lower Auditorium – 50 seated/70 standing
- Outdoor Terrace / Deck – 50 seated/70 standing
- Whole Club – Please enquire

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:

Lane Cove Golf Club is registered as a COVID Safe business and is committed to keeping all patrons safe and well when visiting our premises. Due to COVID-19 please note the Club is operating under the following rules effective from April 14th 2022:

- Please **carry a face mask** for use where social distancing is not possible, such as queuing or in bathrooms
- 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.
- Guests presenting any **symptoms of COVID-19** will be asked to leave the premises
- We continue to maintain **regular sanitation** of all common and high-touch areas
- We continue to maintain fully comprehensive covid-19 safety plans
- We promote social distancing between staff and guests
- All purchases at the bar must be made by card. The ATM machine is no longer available

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