



# Lane Cove Golf Club

ACN. 000 361 142  
180 River Road, NORTHWOOD 2066  
Phone 02 9427 6631  
Website [www.lanecovegolfclub.com.au](http://www.lanecovegolfclub.com.au)

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

Email [info@lanecovegolfclub.com.au](mailto:info@lanecovegolfclub.com.au)

## FUNCTION ENQUIRY FORM - GENERAL

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

Company/Assoc. Name (if appl): \_\_\_\_\_

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

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

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

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

### Venue Area & Guest Capacity:

- Upper Auditorium – 80 seated/100 standing
- Lower Auditorium – 50 seated/70 seated
- Outdoor Terrace / Deck – 50 seated/70 standing
- Whole Club – 140 seated/250 standing
- Conference Room – Maximum of 30 guests

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 - \$3.50 p/p:  Not Required  Yes

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, portable screen used in other areas

Entertainment?  DJ/Band  Photo Booth  Photographer  Club Radio/Own Music  N/R

### Any Other Relevant Function Information:

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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 14<sup>th</sup> 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

Please return to the Function Manager on email [info@lanecovegolfclub.com.au](mailto:info@lanecovegolfclub.com.au)