

Helensburgh WORKERS Sports and Social Club

FUNCTION BOOKING

DATE OF FUNCTION: _____

TYPE OF FUNCTION: _____ ** No 18th Birthdays

HIRER'S NAME: _____

ADDRESS: _____

CLUB MEMBERSHIP #: _____

PHONE NUMBER: (H) _____ (W) _____ (M) _____

EMAIL: _____

NUMBER OF PEOPLE ATTENDING FUNCTION: _____

** If bar person is required for function less than 50 people attending – payment of \$65.00 to cover staff is required

BAR PERSON REQUIRED: YES NO

TILL REQUIREMENTS: DRY NORMAL

DRY TILL AMOUNT: \$ _____

START TIME OF FUNCTION: _____ AM / PM

FINISH TIME OF FUNCTION: _____ AM / PM

ACCESS TIME REQUIRED: _____ AM / PM

Requirements: DVD MICROPHONE PROJECTOR LECTURN STAGE

Notes: _____

HIRE FEES

- A Hire fee will be charged to cover the cost of room set up, cleaning, use of furniture & equipment, and room cleaning. Community & charitable groups hiring the function facility for meetings will be assessed as per request basis.

Number of People	Member Price	Non Member Price
Under 50	\$50.00	\$100.00
50-100	\$75.00	\$150.00
100-150	\$100.00	\$200.00
150-200	\$200.00	\$300.00

- Credit Card Details of the Hirer will be taken at time of booking, to secure function and pay hire fee. It will also act as a bond for any negligent damage caused to club property.

CATERING ARRANGEMENTS:

- Please contact the club to arrange catering. All catering must be supplied by the club. T) 4294 1122
- Our Functions menus are available on our website. www.helensburghworkers.com.au

PAYMENT

- Room Hire Fee to be paid at time of booking function. This secures the room
- Final Numbers to be confirmed and Catering and Bar Requirement to be paid one (1) week prior to function

GENERAL RULES FOR FUNCTIONS WITHIN HELENSBURGH WORKERS

SPORTS & SOCIAL CLUB:

- Members and their guests should be made aware that club premises will close at 12.30am Friday & Saturday evening.
- Please consider our neighbours and leave the club quietly, and do not disturb the quiet and good order of the neighbourhood.
- Helensburgh Workers Sports & Social Club practices the Responsible Service of Alcohol. Intoxication and anti-social behaviour will not be tolerated & anybody refused service will be asked to leave club premises

CREDIT CARD DETAILS

NAME OF CARD HOLDER _____ VISA MASTERCARD

CARD NUMBER _____ EXPIRY DATE _____ CVN _____

SIGNATURE OF ORGANISER: _____