

Balranald District Ex Services Memorial Club Ltd.

116 Market Street Balranald NSW 2715

Ph: 0350201205

Email: club@balranaldclub.com.au

ABN: 93 001 038 990

Function Booking Request

PLEASE NOTE All booking requests, need to be presented to the Board of Directors at the next monthly meeting for FINAL APPROVAL. Please consider this before advertising your function, meetings are held on the 4th Monday of each month.

Please read and complete the following.

Contact Name :-

Business Name :-

Postal Address :-

Contact Phone number :-

Email :-

Type of function to be held :-

Date/Dates of Proposed function ____/____/____ to ____/____/____

Approximate Number attending

Function Commencement time _____ am/pm

Function end time _____ am/pm

Please Select Requirements

Morning or Afternoon Tea/Catering

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Tea and Coffee Only \$3:00 Per Person

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Tea, Coffee and Biscuits \$4:00 Per Person

Catering is available upon request through private caterers. Invoice will be sent separately from caterer.

☐

Please email us Private Caterer's Information

Room Hire Charges

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Board room: Capacity up to 14 people \$150

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Lone Pine Room: Capacity up to 25 people Seated no room for presentations \$150

☐

Auditorium Only: Capacity up to 240 people \$300

☐

Auditorium & Kitchen/Cool room: Capacity up to 240 people \$400

☐

Kitchen & Cool room Only : \$100

Mandatory Cleaning Fee for Auditorium / Kitchen & Cool Room \$120 per booking

Sundry Items

☐

Tablecloths \$10 per table Number Required _____ Total Cost \$ _____

Other Requirements

ALL PRICES INCLUDE GST

CLUB POLICIES

(In event of a Wake, should the Kitchen and or Cool Room be required, there will be a \$100 charge however there will be NO CHARGE for room hire, if deceased were a member.)

Please Note, The Club ceases trading at 10:00pm (Sunday/Thursday) or 11:00pm (Friday/Saturday). Please vacate the premises by 10:30pm or 11:30pm, unless a later time arrangement has been made upon booking this function. All participants must vacate auditorium within 30 mins of end time.

All areas are to be left in a reasonable clean and tidy state after use. If areas are left in a state where extra cleaning is required, an additional fee will be forwarded to the hirer for payment.

The hirer is responsible for the behaviour of all persons whilst on the Club premises.

Private, Social and Fundraising Functions must have a responsible person on the entrance and exits at all times.

All Members and Guests are to be Signed in as legally required.

All Club Rules are to be enforced and abided by.

Any breakages and or damage to the club property or premises will be an additional fee to the hirer.

Suspended members ARE NOT allowed on the premises at any time, this includes private functions.

All under 18's are to be supervised during the function by their responsible parent or guardian.

I have read, understood and acknowledge the above Club function policies and charges.

I, _____ hereby agree with the conditions of hire

Signed _____ Date ____/____/____

OFFICE USE

Club Administration Signature _____ Date ____/____/____



Customer has been emailed and Booking has been confirmed ____/____/____



Customer has been INVOICED ____/____/____

Notes

BILLING SUMMARY

ROOM HIRE	\$ _____
TEA & COFFEE	\$ _____
TEA, COFFEE & BISCUITS	\$ _____
TABLE CLOTHS	\$ _____
CLEANING FEE	\$ _____
TOTAL	\$ _____