

Hall Hire Only - this form does not include access to the tennis courts. Please complete all sections that apply and return to the Club Manager. Bookings are confirmed in writing by the Club.

Date of request

Booking status (office use)



Request received via (office use):

☐ Email☐ Phone☐ In person☐ Online / website☐ Other

1. EVENT DETAILS

Event name / title

Type of event



Is the applicant a Club member?

Yes

No

Member number (if applicable)

Purpose of the event - what is it, who is it for and what would you like to achieve?

Event date

Alternative date

Start time

Finish time

Finish time must fall within the trading hours permitted under the Club's liquor licence. Bar service will close at or before the licensed closing time.

Bump-in time (set-up access from)

Bump-out time (vacate by)

Cleaner requirements

Expected guests (total)

Adults

Juniors (under 18)

Juvenile wristbands required

2. PRIMARY CONTACT

Full name

Organisation / company (if any)

Role / position

Mobile

Other phone

Email

Postal / billing address

Suburb

Postcode

Preferred contact method:

☐ Email☐ Phone☐ SMS**On-the-day contact (if different from above)***Contact on the day is by phone or SMS only*

Name

Mobile

Contact by

☐ Phone call☐ SMS

3. HALL & REQUIREMENTS

Tick all that apply

Hall hire does not include the tennis courts - access to the courts is strictly off limits.

Members require thoroughfare through the Function Hall to access the ablutions (toilets) - a clear walkway must be kept open at all times.

Function Hall	Kitchen (booking party's use)	Bar area
Tables & chairs	PA / microphone	AV / screen / projector
Outdoor deck / verandah	Decorations / theming	Live music / DJ
Glassware & crockery hire		

Room set-up

Other equipment or set-up requests



Catering

Catering can be provided by an external caterer of your choice, or by Rustic Italian. All food and catering is the responsibility of the booking party - the Club does not supply food or manage dietary requirements.

Catering by: ☐ External caterer ☐ Rustic Italian ☐ No catering

Caterer / food supplier (if external)

Caterer contact (phone / email)

Accessibility, parking or other logistical needs

4. LIQUOR & BAR

All alcohol is supplied and served by Club bar staff under the Club's liquor licence. BYO is not permitted. The Club is cashless - card only.

Will alcohol be served? ☐ No alcohol ☐ Yes - through the Club bar

How will drinks be paid for?

Purchase on consumption - bar tab charged to the booking party

Bar tab up to a set limit, then guests pay for their own drinks by card

Guests pay for their own drinks by card (no bar tab)

Bar tab limit (\$)

Bar open from

Bar close

Tab to include (e.g. beer, wine & soft drinks only)

Bar tabs must be paid in full on the night, unless an exemption has been noted below by the Club Manager.

☐ Exemption approved (Club Manager use only) Details / approved by

Special liquor orders Products not normally stocked by the bar (e.g. a particular wine, champagne or spirit)

Product / brand / variety	Quantity (bottles / cases)	Price ea. (office)	Notes

Special orders are subject to supplier availability and must be confirmed by the Club before the event.

5. SPECIAL NOTES

Anything else we should know - special requests, themes, VIP guests, timings, run sheet, etc.

6. TERMS & CONDITIONS OF HALL HIRE

The Club is licensed under the Liquor Control Act 1988 (WA). By submitting this form, the booking party agrees that:

- This form is a request only. The booking is confirmed once the Club has issued a quote and confirmed the booking in writing (including payment of any deposit requested). Cancellation terms on the quote apply.
- Access to the tennis courts is strictly off limits under this booking. The booking party and its guests must remain within the licensed or hired area, and alcohol must not be taken outside that area.
- All food and catering is the responsibility of the booking party.
- All alcohol must be purchased from and served by the Club bar. BYO alcohol is not permitted under any circumstances, and no alcohol may be brought onto the premises by the booking party or its guests.
- Club bar staff serve alcohol responsibly in line with the Act. Staff will refuse service to, and may ask to leave, any person who is or appears to be intoxicated, is behaving in a violent, quarrelsome, disorderly, indecent or offensive manner, or appears to be under 18. Staff may ask any guest for proof of age.
- Alcohol must not be supplied to, or consumed by, any person under 18. Juveniles (under 18) attending the function must be identified in the manner designated by the Club (e.g. a wristband), and the booking party must supervise them at all times.
- The booking party is responsible for the behaviour of all guests, and must ensure guests do not become intoxicated, disorderly or offensive, respect the Club's facilities, and leave quietly with consideration for neighbours. The event must comply with Club rules and noise requirements.
- The Club Manager or Club staff may stop bar service, ask any person to leave, or end the function early if these conditions are not met or the Club's licence is put at risk. Any resulting costs, fines or penalties, and any damage, additional cleaning or extra costs arising from the event, may be charged to the booking party.
- Bar tabs must be paid in full on the night by card (the Club is cashless), unless an exemption has been noted on this form by the Club Manager.
- The Club accepts no responsibility for loss of, or damage to, property brought onto the premises, or for injury to any person, except where caused by the Club's negligence. The booking party indemnifies the Club against any claim arising from the conduct of the booking party or its guests.

I confirm the details on this form are correct, and accept these Terms & Conditions on behalf of the booking party

Name

Signature (type or sign)

Date

7. QUOTE & PRICING

Completed by the Club - amounts exclude GST

Quote no.	Quote date	Quote valid until	Deposit due by (if req.)	Balance due by	Prepared by

Item / description	Qty / hrs	Rate (\$)	Amount (\$)

Subtotal (ex GST)

GST (10%)

Total (inc GST)

Deposit (if required)

Balance due

Line amounts, GST and totals
calculate automatically in
Adobe Acrobat / Reader.

Bar tabs are paid separately
at the bar on the night.

8. PAYMENT DETAILS

Payment method	Bank transfer (EFT)	Card (in person / by phone)	Invoice to organisation
Invoice to (name / organisation)	Purchase order no. (if required)	ABN (if applicable)	
Accounts contact email	Payment reference to use		

Payments received (office use)

Deposit paid (\$) if req.	Date	Receipt no.	Balance paid (\$)	Date	Outstanding (\$)

The Club is a cashless operation. Please do not write card numbers on this form - bank details are provided on your quote / invoice.

9. CLUB OFFICE USE

Approved	Declined	Entered in bookings calendar	Committee notified	Bar staff rostered
Special liquor order placed	Bar tab paid on the night	Hall inspected	Juvenile wristbands issued	
Received by	Approved by	Date		

Internal notes