

VENUE HIRE BOOKING FORM

Please complete and return to: secretary@warwickturfclub.com.au

For queries, please contact the Chief Operating Officer Kristen Doyle on 0414 899 854 or via the above email.

TO BE COMPLETED BY THE HIRER			
Name of Event			
Name			
Address			
Phone			
Email			
EVENT DETAILS			
Date			
Venue	Members Lounge <input type="checkbox"/> Lyndhurst Pavilion <input type="checkbox"/> Trackside Pavilion <input type="checkbox"/>		
Start Time	Ceremony: Reception:	Finish Time: Bar will close at 11.30pm for a midnight exit.	
Expected Number of Patrons			
Confirmed Number of Patrons			
Will there be minors attending?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Required Set up Time			
EVENT REQUIREMENTS			
Entertainment	Live Music <input type="checkbox"/> DJ <input type="checkbox"/> Other <input type="checkbox"/> None <input type="checkbox"/>		
Tables Required	Round (seats 8) _____ Rectangle (seats 6) _____ Rectangle (seats 10) _____ Dry Bars _____ Tablecloths Yes <input type="checkbox"/> No <input type="checkbox"/>	Chairs Required _____	Plastic _____ Stools _____
PA System Required	Yes <input type="checkbox"/> No <input type="checkbox"/>		
TV's Required	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Security Required (over 300 guests)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Catering Requirements	Caterer _____ Food Service _____ start time		
Special Drink Requirements – not provided on Beverage List	BEER - Bottles <input type="checkbox"/> Cans <input type="checkbox"/> Other _____ Other _____		
How would you like to pay for beverages?	Bar TAB Yes <input type="checkbox"/> How much? _____ Cash Bar Yes <input type="checkbox"/>		
If Yes to Bar TAB please select options	Beer, Wine, Softdrink & Water Yes <input type="checkbox"/> All products (including Spirits) Yes <input type="checkbox"/>		
Container Requirements	Glass <input type="checkbox"/> Plastic <input type="checkbox"/>		

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Tea & Coffee Station	Urn/Tea/Coffee/Sugar/Milk/Double wall hot cups provided Not required <input type="checkbox"/>
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PLEASE READ VENUE HIRE TERMS & CONDITIONS BEFORE SIGNING THIS AGREEMENT

By signing this form, I _____ the Hirer agree that I have read and understood the Venue Hire Terms and Conditions and will abide by the conditions set out therein.

Signature _____ Date _____

**PAYMENT DETAILS – FULL PAYMENT IS REQUIRED 5 DAYS PRIOR TO YOUR EVENT.
A DEPOSIT OF \$200 TO BOOK THE VENUE WILL BE TAKEN ON RECEIPT OF BOOKING.
A BOND OF \$300 WILL BE PROCESSED DAY PRIOR TO YOUR EVENT AND RETURNED (IF NO LOSS OR DAMAGE) DAY AFTER YOUR EVENT.
TRANSACTIONS WILL BE PROCESSED AUTOMATICALLY VIA DETAILS LISTED BELOW.**

CREDIT CARD INFORMATION REQUIRED

VISA OR MASTERCARD

NAME ON CARD _____

CARD NUMBER _____

EXPIRY DATE _____ CVC _____

OFFICE USE ONLY

Deposit paid: \$ _____	Date paid: _____	Receipt #: _____
Balance paid: \$ _____	Date paid: _____	Receipt #: _____
Bond paid: \$ _____	Date paid: _____	Date Refunded: _____