

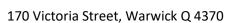
www.warwickturfclub.org.au

## **VENUE HIRE BOOKING FORM**

Please complete and return to: <a href="mailto:secretary@warwickturfclub.com.au">secretary@warwickturfclub.com.au</a>

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							
Event Name							
Name							
Address							
Phone							
Email							
EVENT DETAILS							
Date							
Venue	Members Lounge □ L	Lyndhurst Pavilion 🗆 Trackside Pavilion 🗆					
Start Time	Guests Arrival: Finish Time: Bar v			r will clos	se at		
		11.30pm for a midnight exit.					
Expected Number of							
Confirmed Number of Patrons							
(Required 1 week p							
Will there be minors attending?		Yes		No □			
EVENT REQUIREMENTS							
Entertainment	Live Music 🗆 💢	Ol 🗆	0	ther 🗆	None	e 🗆	
Tables Required	Round (seats 8)	Chairs Required Plastic					
	Rectangle (seats 6)		Stools				
	Rectangle (seats 10)						
	Dry Bars						
		No 🗆					
PA System Required		Yes □ No □					
TV's Required		Yes		No □			
Security Required (over 300 guests)		Yes □ No □					
Catering Requirements		Caterer					
		Food Service start time					
Decorating Requirements		Decorator					
			Required set up time				
Special Drink Requirements – not provided			BEER - Bottles □ Cans □				
on Beverage List		Other					
		Othe	r				
How would you	Bar TAB Yes ☐ How much?						
like to pay for	Cash Bar Yes □						
beverages?							







## **VENUE HIRE BOOKING FORM**

If Yes to Bar TAB	Beer, Wine, Softdrink & Water	Yes 🗆				
please select	All products (including Spirits)  Yes □					
options		· · · ·				
Will Club be	Yes □					
required to set up	No □					
a Tea/Coffee	If yes, Urn/Tea/Coffee/Sugar/Milk/Double wall hot cups provided					
Station	in yes, only real concel sugar, with bouble wan not cups provided					
PLEASE READ VENU	JE HIRE TERMS & CONDITIONS	BEFORE SIGNING THIS AGREEMENT				
By signing this form	1,	the Hirer agree that I have read and				
understood the Ve	nue Hire Terms and Conditions	and will abide by the conditions set out				
therein.						
Signature	Date					
<b>PAYMENT DETAILS</b>	- 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						
	GE) DAY AFTER YOUR EVENT.	•				
TRANSACTIONS WILL BE PROCESSED AUTOMATICALLY VIA DETAILS LISTED BELOW.  CREDIT CARD INFORMATION REQUIRED						
CARD NUMBER						
EXPIRY DATE	CVC					
OFFICE USE ONLY						
Deposit paid: \$	Data naid:	Pagaint #				
	Date paid:	Receipt #:				
l Ralance naid∙ €						
Balance paid: \$	Date paid:	Receipt #:				
Balance paid: \$ Bond paid: \$	Date paid:	Receipt #:				