

WAUCHOPE COUNTRY CLUB

FUNCTION INFORMATION FORM

Contact Person.....

Phone **Fax**

Email.....

Function Date.....

Function Times

Function Type: Wedding / Reunion / Anniversary / Birthday / Seminar / Other (*please circle*)

FUNCTION LOCATION:	Auditorium	Verandah Dining Room	Board room
(<i>please circle</i>) Hire Fee	\$150	\$100	\$50

Approximate Number of Guests

Childrens Meals (*on request*)

Please note confirmation of numbers is required 5 days before function, under 24 hours notice will incur charges.

PAYMENT FOR ROOM HIRE IS REQUIRED ONCE CONFIRMATION OF BOOKING IS MADE.

Please notify catering manager of any special dietary requirements at least 5 days before function.

Special Needs:

Please provide staff with a floor plan of tables or seating arrangements when confirming event.

BAR FACILITIES (*applicable only for Auditorium*)

Bar to be open for service from to

Special Requests

Dry till Limit Pay for own drinks.....

If you require any refreshments we do not normally stock, we will order it in for you. 1 week notice is needed.

If there is stock left over, you will be expected to pay for the remainder.

• It is hoped that you will enjoy our facilities, however please be aware that normal policy of Responsible Service of Alcohol, General Conduct and Behaviour throughout our Club applies for private functions, and must be observed by you and your guests. If these rules are not adhered to, action may be taken by Staff to deal with the matter and depending on circumstances, further action may be required.

• Please note that if there are minors present at your function, you are wholly responsible for their actions. It is expected as with all licensed premises that they will not be served alcohol, no-one else is to supply them with alcohol or that alcohol is not to be brought onto the premises.