



Murrumbeena Park Bowls Club
 26-28 Gerald Street
 Murrumbeena VIC 3163
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VENUE HIRE ENQUIRY FORM

| | |
|---|---|
| <u>DATE OF FUNCTION</u> | |
| <u>TYPE OF FUNCTION</u> | |
| <u>START / END TIMES</u> | |
| <u>HIRER NAME</u> | |
| <u>CONTACT NUMBER & EMAIL ADDRESS</u> | |
| <u>NUMBER OF GUESTS</u> | <i>As a club we are required to keep a list of guest names and addresses to satisfy Liquor Licensing Regulations</i> |
| <u>BAR REQUIREMENTS</u> YES / NO Number of Staff Non-Stock requirements | <i>Refer to Conditions of Hire document for inclusions and costs. Please list any 'non-stock' alcohol or non-alcoholic drink requests/requirements. <u>Please note that drinks, including soft drinks, are not permitted to be brought onto the premises.</u></i> |
| <u>USE OF KITCHEN</u> YES / NO | <i>Refer to Conditions of Hire document for inclusions and costs. Please detail requirements.</i> |
| <u>CATERING</u> <input type="checkbox"/> Self-catered <input type="checkbox"/> External Catering | <i>Please provide details of any external caterer</i> |
| <u>SET-UP</u> Table/Seating arrangements | <i>Please indicate whether hall, bar area or both are required and basic setup preference.</i> |
| <u>USE OF GREEN</u> YES / NO | <i>Children under the age of 8 are not permitted on greens</i> |
| <u>CLEANING</u> YES / NO | <i>Refer to Conditions of Hire document for inclusions and costs</i> |