



Name: \_\_\_\_\_

Membership # \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Day & Date: \_\_\_\_\_

Room Booked: Function Room / Sports Bar / Auditorium /  
Dining Room/Greens

Number of Greens  
Required \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Start Time: \_\_\_\_\_

Finish Time: \_\_\_\_\_

Bar Required: Yes / No *Minimum Requirement 20 drinking Adults*

Bar Payment: Running a Tab / Individual Pay

Entertainment: \_\_\_\_\_

Room Set Up: \_\_\_\_\_

Room available for setup from: \_\_\_\_\_

Microphone: Yes / No      Whiteboard: Yes / No

Lectern: Yes / No      Whiteboard Markers: Yes / No

Fabric Table Cloths: Yes / No @ \$ 6.60ea ( Laundered)

Paper Table Cloth: **No. of cloths:** \_\_\_\_\_  
Yes / No

Tea/Coffee: Yes / No @ \$1 Per Person

Catering: Yes / No

BBQ Yes / No



Function  
Booking Form

Other Requirements: \_\_\_\_\_

Room Booking Fee:

Members \$75 plus \$50 deposit (refundable)  
Non – Members \$150.00 plus \$50 deposit  
(refundable)  
*REFUND CAN BE PICKED UP FROM THE OFFICE ON  
THE NEXT BUSINESS DAY  
REFUND -on condition that there is no damage & room has  
been left in an acceptable condition*

Total Cost: \_\_\_\_\_

Full Payment Due: \_\_\_\_\_

Paid:

Date:

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Staff Signature

# FUNCTION ROOM BOOKING

The release of your deposit will be depended upon the general condition of the room after your function.

Please do not use sticky tape – blue tack – thumb tacks – nails – hooks or anything that will damage walls or the roof.

Furniture can be moved to suit your function but please try & leave the room set up as it was.

We are a family friendly Club and encourage children but they must be in the company of an adult whilst on the premises. Please don't allow them to play or run on the greens or the surrounds.

Thank you for choosing Taree Leagues Sports Club for your function & enjoy your time with us.

Signed \_\_\_\_\_

I have read and understood the requirements for the use of function areas & agree to abide by these conditions