

Cheltenham Recreation Club

Private Hall Hire and Catering Request Form

In order to assist us with organizing your function, please could you provide us with some simple details of your event:

1	The name & contact details of the person coordinating the event * Please advise us of the best time to call you *	Name: Address: Telephone Numbers: (h) (w) (mobile)
2	What day, date and times would you like your event (please provide 2-3 alternatives)?	1 st preference: 2 nd preference: 3 rd preference:
3	What type of event is it (e.g.: Formal Dinner/Dance, Informal Birthday party with band etc)?	Please be specific:
4	How many people are likely to attend?	
5	If relevant, what type of entertainment are you considering (e.g.: band, duke-box etc)?	
6	It is a Department of Health requirement that all food consumed by guests is provided by the Cheltenham Recreation Club or its delegates. Please circle the type of catering arrangement that you require:	(a) Sit down gourmet meal (greater than 3 courses) (b) Sit down gourmet meal (3 courses) (c) Sit down buffet meal (3 courses) (d) Sit down BBQ meal (3 courses) (e) Sit down BBQ (f) Finger food only (g) Other arrangement (please specify):
7	What time would you like your food to be served?	Please be specific:
8	Will you be having any guests with special dietary considerations (e.g.: vegetarian)? If yes, please specify numbers:	Please be specific:
9	Will you be having guests with special mobility considerations? If yes, please specify:	Please be specific:
10	Will you be having guests under the age of 18 years? If yes, please specify numbers:	Please be specific:
11	Are there any other items that you would like to outline now that will assist us in organizing your event?	

Additionally:

- The primary Cheltenham Recreation Club event contact person is **Sharon Voss**. She may be contacted at the club on 9876 2629.
- It is Cheltenham Recreation Club policy that our bar staff are utilized to serve drinks at your function.
- As at 20th February 2004, nightly hall hire is fixed at \$250 (this price includes the costs of 1 bar staff member to serve drinks). Additional charges will apply if the number of guests exceeds 60 people, as additional bar staff will be required. This price is subject to change.
- As at 20th February 2004, daily hall hire is variable and will be discussed with you. This price is also subject to change.
- It is Cheltenham Recreation Club policy that all decorations of the hall and all clean up after the function are to be completed by those persons hiring the hall. A refundable deposit of \$60 will be collected prior to your function and will be used to pay a cleaner in the event that your own clean up is not sufficient (otherwise it will be returned).

* We wish you all the best with your function and thank you in advance for considering our Club! *