



MORDIALLOC

LIFE SAVING CLUB

EVENT FUNCTION BOOKING FORM

BOOKING DETAILS

NAME OF ORGANISATION

COMMUNITY OR

COMMERCIAL

MEETING ROOM 1

BOTH MEETING ROOMS

KITCHEN

BAR

TYPE OF FUNCTION

CONTACT NAME

CONTACT NUMBER

CONTACT EMAIL

CONTACT ADDRESS

FUNCTION DETAILS

DATE OF PROPOSED FUNCTION

START TIME

END TIME

ESTIMATED NUMBER OF GUESTS

OTHER DETAILS

MLSC MEMBERS

ARE YOU A CURRENT MEMBER OF MORDIALLOC LIFE SAVING CLUB?

YES

NO

PRICE FOR MEMBERS WILL BE DISCUSSED AND DECIDED BY THE MORDIALLOC LSC EXECUTIVE COMMITTEE.

EXTERNAL CONTRACTORS (i.e. Catering, Bands etc.)

WILL EXTERNAL CONTRACTORS BE EMPLOYED FOR THE FUNCTION?

YES

NO

IF SO, A COPY OF EACH CONTRACTORS PUBLIC LIABILITY INSURANCE MUST BE SENT TO US AT LEAST 14 DAYS BEFORE FUNCTION DATE.

V E N U E B O O K I N G F O R M

AV EQUIPMENT & OTHER REQUIREMENTS

MICROPHONE	COMMENTS
PROJECTOR	COMMENTS
SPEAKERS	COMMENTS
FLAT SCREEN TV'S	COMMENTS

ANY OTHER COMMENTS

Bookings are considered tentative until date is confirmed by Functions Coordinator, we have received the deposit and booking application form. An email of confirmation will be forwarded upon receipt of deposit. If a fob or key is lost and not returned during your hire a further \$1,000 will be required and \$1,000 bond will not be returned.

I HAVE READ, UNDERSTOOD AND AGREE TO THE MORDIALLOC VENUE BOOKING POLICY – TERMS AND CONDITIONS ENCLOSED WITH THIS BOOKING FORM.

SIGNATURE

DATE

Once you have completed this form please mail or email to:

Attention: Function Hire
PO Box 5293
Mordialloc 3195

Email: functions@mlsc.com.au