



MORDIALLOC

LIFE SAVING CLUB

EVENT FUNCTION BOOKING FORM

BOOKING DETAILS

NAME OF ORGANISATION

COMMUNITY **OR** COMMERCIAL

HAZEL PIERCE HALL LONG ROOM KITCHEN BAR ENTIRE VENUE

TYPE OF FUNCTION

CONTACT NAME CONTACT NUMBER

EMAIL ADDRESS

CONTACT ADDRESS

FUNCTION DETAILS

DATE OF PROPOSED FUNCTION START TIME

ESTIMATED NUMBER OF GUESTS END TIME

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 MORDIALLDIALLOC LSC EXECUTIVE COMMITTEE.

CATERING REQUIREMENTS & AV REQUIREMENTS

MORNING/AFTERNOON TEA

MICROPHONE

LIGHT LUNCH

PROJECTOR

TEA/COFFEE

SPEAKERS

OPEN BAR

FLAT SCREEN TV'S

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.

ANY OTHER COMMENTS

Bookings are considered tentative until date it confirmed by our Functions Coordinator, we have received the deposit and booking application form. An email confirmation will be forwarded upon receipt of deposit. If a fob or key is lost and not returned during your hire a further \$500 will be required and \$500 bond will not be returned.

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

SIGNATURE

DATE

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

Attention: Function Hire
PO Box 5293
Mordialloc 3195

Email: functions@mlsc.com.au

