

where all things are possible...

Social Booking Form

Enquiry Only Tentative Booking

Thank you for your inquiry. Please complete and return this booking form via fax (97095978) or email (events@bankstownsports.com) to the events office. Please note your booking is not confirmed until you receive a confirmation sheet from our office. Your booking will be considered tentative until the signed confirmation sheet is returned along with a deposit or full payment is received.

BUSINESS / PERSONAL DETAILS

Business/ Name: _____ ABN: _____

Street Address: _____

Town/Suburb: _____ State: _____ Postcode: _____

Postal Address: _____

Telephone: _____ Fax: _____

Email: _____ Mobile: _____

Contact Person: _____

EVENT DETAILS

PREFERRED SPACE _____

Event Date: _____ Alternative Date: _____ **Number of Guests:** _____

Event Title for signage purposes: _____

Arrival Time of Organiser: _____ Arrival Time of Guests: _____

Starting Time of Event: _____ (Cocktail party 4 Hours / Banquet 5 Hours)

Type of Event (please circle)

Social Wedding Birthday Christening Christmas Party

Other: _____



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Catering Requirements (please circle)

Set Menu

Buffet

Cocktail

Other requirements: _____

◇ Please note it is the policy of this establishment not to allow any outside catering to be bought in and consumed on our premises.

Beverage Requirements (please circle)

Beverage Package

Dry Till

Cash Bar

Other requirements: _____

Other additions (please circle)

Chair Covers

DJ

Data Projector

Microphone

CD Player

Other requirements: _____

DELIVERIES

Access to the Event Centre for build-up and / breakdown or any deliveries will be via the loading dock only, unless permission has been granted by Centre management. Under no circumstances should event equipment be moved in or out via front-of-house areas. This includes the Porte Cochère at entrance of the Club area. Any person wishing to gain access to the Loading Dock should notify the Event Centre through the organiser at least twenty-four (24) hours in advance. It is the organiser's responsibility to ensure that exhibitors and contractors are made aware of the conditions regarding the use of the loading dock.

Any delivery sent in prior to you event must be clearly marked with the following information:-

The name & date of your event

The room location of your event

This information is available on the confirmation of your booking or from the event centre staff.