

Bathurst RSL Club Function Enquiry Form

Bathurst RSL Club Limited
114 Rankin Street
Bathurst NSW 2795
PH: (02) 6332 3999
Fax: (02) 6331 2338
Email: info@bathurstsl.com.au

Name: _____

Billing Address: _____

_____ Post
Code: _____

Date of Function: _____ RSL Membership
no: _____

Phone No: _____ Fax
no: _____

Email: _____ Time of
function: _____

No. of people expected: _____ Type of
function: _____

SpecialRequests: _____

Signature of Person holding Function:

Thank you for enquiring about holding your function with the Bathurst RSL Club.

NOTE: The person responsible for conducting the function must be a member of the Club. The member holding the function is responsible for all guests, minors, accounts, catering, refreshments and any damages that may occur.

SECURITY DEPOSIT

All bookings require a security deposit of \$440 (Auditorium) and \$120 (Heritage and Courtyard Room) within 14 days of making the booking, if not paid the date will be resold. The deposit is refundable if your booking is cancelled in writing 30 days prior to your function. Under 30 days written notice, the Club will refund 50% of your deposit if the room is resold. If not resold, the deposit will be forfeited as an administration expense on your behalf.

The deposit will be deducted from the final account.

GENERAL CLUB PROCEDURES

It is the policy of the Club that no food or beverage be brought onto licensed Club premises with the exception of a wedding, birthday or special function cake.

BAR /CATERING ACCOUNTS

NOTE: Club Loyalty Points cannot be gained through function payments.

Any arrangement for "Bar Accounts" must be paid fully in advance. Any extension to bar account arrangements must be paid for in cash and any unused balances will be refunded. Final Number of guests must be supplied 4 working days prior to the function. This is the number of meals that **must** be paid for.

We request that the food account is fully paid 1 day prior to the function.

MINORS

Whilst children are welcome at your function, it is an offence for minors to approach or obtain service from a bar, and at all times they must remain in the company of a responsible adult. This is the responsibility of the member booking the function.

FUNCTION ROOM AVAILABILITY / ACCESS

Auditorium

Tuesday ,Thursday, Saturday, Sunday 9.00am Seating:Rectangle Tables seating 8 ~ (210)
Friday 2.30pm Round Tables seating 10 ~ (160)

Courtyard; 7 Days 7.00am Either Tables (60- 70)
Cocktail (120)

Heritage 7 Days 7.00am Either tables (35)

CLUB DRESS RULES

Dress rules apply in all function areas at all times, no work clothes, obscene or offensive wording on clothing.

NON MEMBER PATRONS

Residing outside the 15km radius are required to sign the temporary member register before entering the Club, and will be required to produce proof of residence.
Residing within the 15km radius may be signed in as guests of members, providing they remain in the company of the member and vacate the premises with the member. The member will be held responsible for the behaviour of visitors they sign in.

SECURITY

Any security required at the function will be at the expense of the client.

DAMAGE

The Club holds the client responsible for any damage incurred during a function. This is inclusive of all club property and the hired on behalf of the client.

INSURANCE

The club accepts no liability for the loss or damage of any property, decorations or merchandise brought into the Club by the client or any person associated with the client.

FUNCTION ROOMS CLOSING HOURS

ALL ROOMS: Sunday to Wednesday 11.00 pm, Thursday to Saturday 12.30am

NON-SMOKING AREAS

ALL FUNCTION ROOMS IN THE BATHURTS RSL CLUB ARE NON SMOKING.

ENTERTAINMENT

All forms of entertainment (bands, DJ'S, own sound equipment) **must cease 30 minutes prior** to the function ending. The club will take random sound readings to ensure sound restrictions are not passed during the function.

Should you encounter any problems during your function, ask for the Duty Manager.