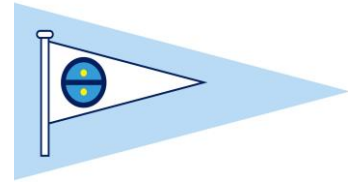


**APPLICATION FOR THE USE OF CLUB FACILITIES
CANADIAN BAY CLUB INC
FORESHORE, CANADIAN BAY ROAD, MOUNT ELIZA VIC 3930**



Preferred date of function: ____/____/____

Name of hirer: _____

Email of hirer: _____

Contact Number: Mob: _____ Other: _____

Address of hirer: _____

Type of function (birthday, fund raiser, cocktail): _____

Duration of function: ____ (hrs) Access time required: _____ Expected Guest numbers _____

Are kitchen facilities required?: (YES / NO) Access Time: _____

Are caterers being engaged?: (YES / NO) Name of Caterer (if applicable) _____

Caterers contact details: Mob: _____ Other: _____

Will there be music provided?: (YES / NO)

If yes, type of music: (Band, DJ, Juke Box) _____

- The hirer agrees that the function will cease at 12.00 midnight & all guests will depart no later than 12.30am
- The hirer agrees to be bound by the Rules & Bylaws and to ensure the observance of “Good Neighbour” orderly behaviour on the premises including arrival & departure
- If the booking is accepted, payment of a deposit is due and payable at the time of booking. In the event that the hirer cancels or postpones the function, the deposit will be forfeited by the hirer
- A standard cleaning fee applies \$100.00. If decorations have to be removed or additional cleaning is requires then this charge may increase
- If the Canadian Bay Club advises the hirer that Security Staff are requires, this will be charged at \$66.00 per hour (min 2 staff) for the duration of the event.

SIGNED (by the hirer) _____ DATE: ____/____/____

Internal Use:

Action	Executed (please tick)	By: (please print name)	Date action executed
Committee notified of Event			
Event management system updated			
Hirer notified accepted/declined			
Invoice generated			
Payment Received			

APPROVED ON BEHALF OF COMMITTEE _____ DATE ____/____/____

Please address all correspondence to:
Functions, Canadian Bay Club Inc. PO Box 108 Mt Eliza Vic 3930 or
functions@canadianbayclub.com.au