



HORNBY WORKING MEN'S CLUB

FUNCTION BOOKING GUIDE

EFFECTIVE 12 JANUARY 2016

All charges below are payable at the Office

ROOM HIRE

ALL BOOKINGS (except Small Meeting Room is charged at 50% of below rates)

- \$30 One Hour (up to 1 hour)
- \$100 Half Day (up to 6 hours)
- \$200 Full Day (up to 10 hours)
- \$250 Day & Night (up to 16 hours)

\$100 BOND

You may be required to pay a refundable \$100 bond (refund subject to satisfactory post-event inspection)

SET UP & PACK DOWN CHARGES

Any booking that requires Club personnel to set up &/or pack down are required to pay an additional charge of \$2 'per person'

LINEN CHARGES

Linen cleaning charges will be charged at \$5 per table cloth (*these charges are included in buffet prices*)

SPECIAL LIQUOR LICENCE

A Special Liquor Licence (usually \$70, as much as \$590) may be required for your function and must be applied for, by the Club, at least 20 working days in advance of your event – please check with Office staff upon booking.

ADDITIONAL CHARGES

There may be charges associated with the use of our equipment (e.g. projector, screen, flip chart, whiteboard, etc...). The costs associated with the Club hiring any equipment or temporary personnel must be paid for upon confirmation of such costs (and prior to the event). E.g. Juke box hire, qualified Security staff, audio visual equipment