



Albert Park South Melbourne Rowing Club Function Room Hire Booking Form

Name of hiring organisation		ABN (if appropriate)	
Name of Contact Person		Contact number	
Postal address		Email address	
Date of event - this is the 'hire date'		Event commencement time	
		Event conclusion time (note cannot be later than midnight)	
Time venue access is requested on hire date (subject to approval)			
What type of event you are booking for? e.g. wedding, corporate functions, birthday party etc..			
How many guests are you planning to host at your event? Will your guests be seated at tables for the event?			Guests Seated
	YES	NO	Comments
Do you intend to serve alcohol at your event?			
Will children (< 18 years old) be present at your event?			
Do you intend to engage a professional catering company with responsibility to serve alcohol at your event?			Please provide the company details:

Payment Arrangements:

The Club prefers to receive payment via electronic funds transfers into the following account.

Account Name: Albert Park South Melbourne Rowing Club
 Bank: National Australia Bank – South Melbourne Branch
 BSB: 083-091
 Account Number: 505 761 227

Credit card payments (VISA or Mastercard only) are also accepted but will incur a transaction fee of 2% of the hiring fee. Details provided upon request.

Payment dates & fee - Provided by APSM Hiring Manager on acceptance of the booking:

Total hire cost for booking Total Security Deposit

Payment	Date payment required by	Amount
Security Deposit		\$500.00
50% of hire fee		
100% of hire fee		

APSM Rowing Club Hiring Manager Name

Contact Number: Contact email: