



# 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](mailto: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

**Number of Guests:** \_\_\_\_\_

Event Date: \_\_\_\_\_ Alternative Date: \_\_\_\_\_

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: \_\_\_\_\_

### 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.



## Social Booking Form

### Beverage Requirements (please circle)

Beverage Package

Dry Till

Cash Bar

Other requirements: \_\_\_\_\_

\_\_\_\_\_

### Other Requirements (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.